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Records Management and
Declassification Agency (USARMDA)

Army Records Information Management
System (ARIMS) Version 2 User's Guide



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1. Overview

The ARIMS is designed to provide enhanced capabilities for authorized users to create, maintain, transfer, locate, and retrieve official Army records, to include tracking documents stored in Army Records Holding Areas (RHAs) and in the Army Electronic Archive (AEA). Its web-based toolset helps the Action Officer (AO), Records Coordinator (RC), Records Manager (RM), Records Holding Area Manager (RHAM), and Records Administrator (RA) ensure that long-term and permanent records of the Army are kept in compliance with the law and that those records are securely stored and retrievable only by authorized personnel. Functionality of the entire system is focused on minimizing the workloads of users at all levels involved in the recordkeeping process.

The purpose of this guide is to define the key features of ARIMS and give users a better understanding of how to navigate and operate the system. The guide is divided into sections, each dealing with a specific ARIMS module, so that it is easier to follow and understand. Each section contains a series of example screenshots to demonstrate a capability or functionality.

Authentication/Validation of Users by the Army Knowledge Online (AKO). Users enter their AKO Usernames and Passwords when first registering with ARIMS by selecting the “New User to ARIMS?” link or the “LOGIN/REGISTRATION” tab on the homepage. The AKO provides ARIMS with much of the users’ profile information, including what category of user they are and to which unit/organization they are officially assigned. The AKO also notifies ARIMS when a user transfers to another unit within or separates from the Army. This notification helps to ensure that records submitted to the ARIMS AEA are associated with the correct unit and are only accessible to those who are authorized.

Questions about this guide or how to use the ARIMS should be sent thru an Online Help Desk link at the bottom of any page on the ARIMS website: <https://www.arims.army.mil>.

2. System Requirements

The basic ARIMS components—Home/Introduction, Records Retention Schedule—Army (RRS-A), FOIA Request, Help/Downloads, and Login/Registration, are designed for Microsoft Internet Explorer 5.0 and Netscape Navigator 4.6. The advanced tools—Records Management Assistance (RM-Assist), Records Input Processing System (RIPS), Master Index, and System Administration (SYS ADMIN), require Microsoft Internet Explorer 5.5, or higher, to function properly.

3. Security and Roles

ARIMS provides the security necessary for official Army records in order to prevent unauthorized access to and retrieval of sensitive information or information subject to the Privacy Act.

The access level in your registration profile determines what ARIMS features are available to you. All new registrants are initially granted AO level access. This access permits the use of many ARIMS features. However, if your records management duties



require a different level of access, authorization must be obtained from your records management chain of command and sent to the ARIMS System Administrator. Authorization must come from at least one level higher than the level requested, for example, if requesting RC level, authorization must come from the RM, if requesting RM or RHAM level access, authorization must come from the organization's RA. Authorizations should be sent thru an Online Help Desk link at the bottom of any page on the ARIMS website.

AO = Action Officer. An AO is responsible for managing the records he/she creates and/or receives on behalf of the Army that are used for office/unit level business operations. An AO can use ARIMS to create a draft or proposed Office Records List (ORL) to categorize the records created in his/her office and use the list to identify records sent to the AEA or to an RHA for secure long-term storage. (See [para 8-2g\(9\), AR 25-1](#)).

RC = Records Coordinator. An RC serves one or more office/unit and usually acts as liaison between the office/unit and the servicing RM and/or RHAM, prepares ORLs, coordinates the transfer of long-term/permanent records to the AEA/RHA, resolves indexing problems, and serves as POC for access and release of the office/unit records stored in the system for which he/she is responsible. (See [para 8-2g\(8\), AR 25-1](#)).

RM = Records Manager. An RM is appointed in writing and serves at the subordinate command level or on the installation garrison staff with command-wide or garrison-wide records management responsibilities. An RM has approval authority for AOs requesting RC privileges. An RM also approves proposed ORLs and serves as POC for the access and release of stored records for which he/she is responsible. (See [paras 8-2g\(4\), 8-2g\(6\), and 8-2g\(7\), AR 25-1](#)).

RHAM = Records Holding Area Manager. An RHAM manages and directs the operations of an RHA facility. An RHAM may also perform the same duties and have the same access privileges as an RM if he/she is approved by the MACOM RA. (See [para 8-2g\(7\), AR 25-1](#)).

RA = Records Administrator. An RA is appointed in writing and serves on the Major Command (MACOM) or Army Staff (ARSTAF) level with command-wide records management program responsibilities. An RA has approval authority for AOs and RCs requesting RM or RHAM privileges. An RA may approve ORLs and serves as POC for the access and release of stored records for which he/she is responsible. (See [para 8-2g\(3\), AR 25-1](#)).

Dual-hatted users: Although users may only be registered under one account in ARIMS, which is authenticated by the user's AKO account information upon each log in, some users are responsible for other offices/units outside their normal functional organizational chain. ARIMS allows such dual-hatted users, but the process is not automatic. If the expanded rules under the new ARIMS release do not suffice in



providing designated users access to all units needed to perform their records management duties, access to other units may be authorized by submitting a request thru the Online Help Desk. As required for all access levels, the request must come from a records management official having an access level at least one level higher than the access being requested. If a user is to be granted RC privileges for his/her own or other units, the RM must submit the request. If being granted RM or RHAM privileges, the request must be submitted by the MACOM RA. The request must include the user's name, AKO e-mail address, and a list of all Unit Identification Codes (UICs)* for which the access is being granted, including which level of access for each unit.

***UIC** = Unit Identification Code. A six-character, alphanumeric code that uniquely identifies each Active, Reserve, and National Guard unit of the Armed Forces.

If you are unsure of what user level access to request, check with your local/servicing records management official.

4. Base Functionality

The ARIMS basic components consist of Introduction, Records Retention Schedule – Army (RRS-A), FOIA Request, Help/Downloads, and Login/Registration, and are accessible to the public Internet community. These components describe the purpose of ARIMS, allow users to navigate through the RRS-A, provide an Online Help Desk for sending questions about ARIMS or suggestions for improvement, and supply a registration wizard for Army personnel who require access to the records management toolset. Also located on the public homepage are links to several training products describing the functionality of ARIMS.

4.1 Department of Defense (DoD) Notification

Upon log-in to ARIMS, the user is presented with the required DoD Notification before access is allowed to the main site. To accept the terms and conditions, click the hyperlink at the bottom for the page, as shown in Figure 1 below.

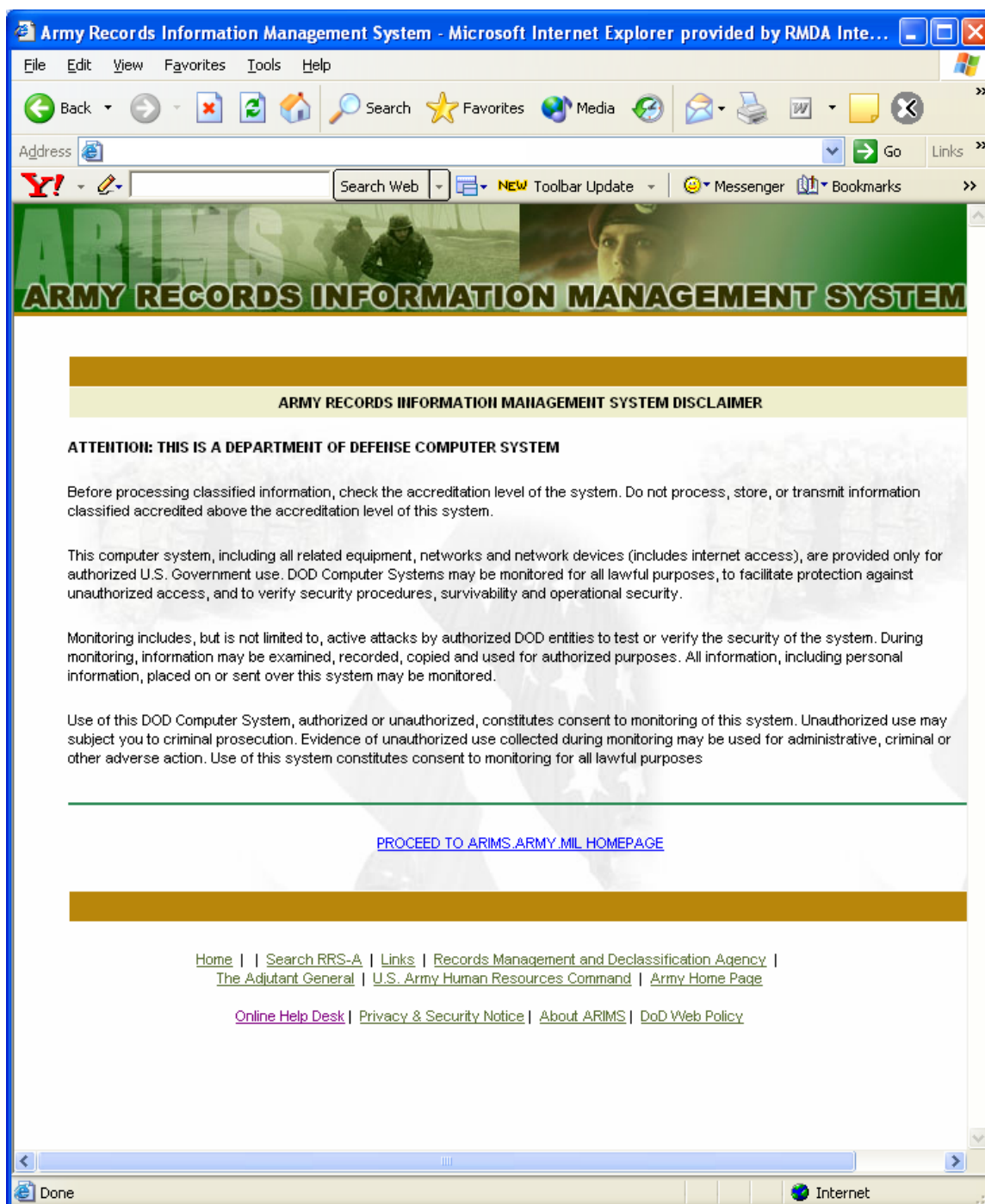


Figure 1. DoD Notification

4.2 Public Home Page

The ARIMS homepage provides a guest/non-registered user with introductory information about the website and the public-use modules. To return to the homepage from any other ARIMS module, click on the “Home” tab at the top of each webpage.



Links at the bottom of most all ARIMS webpages, seen in Figure 2 below, provide quick access to other important Army sources.

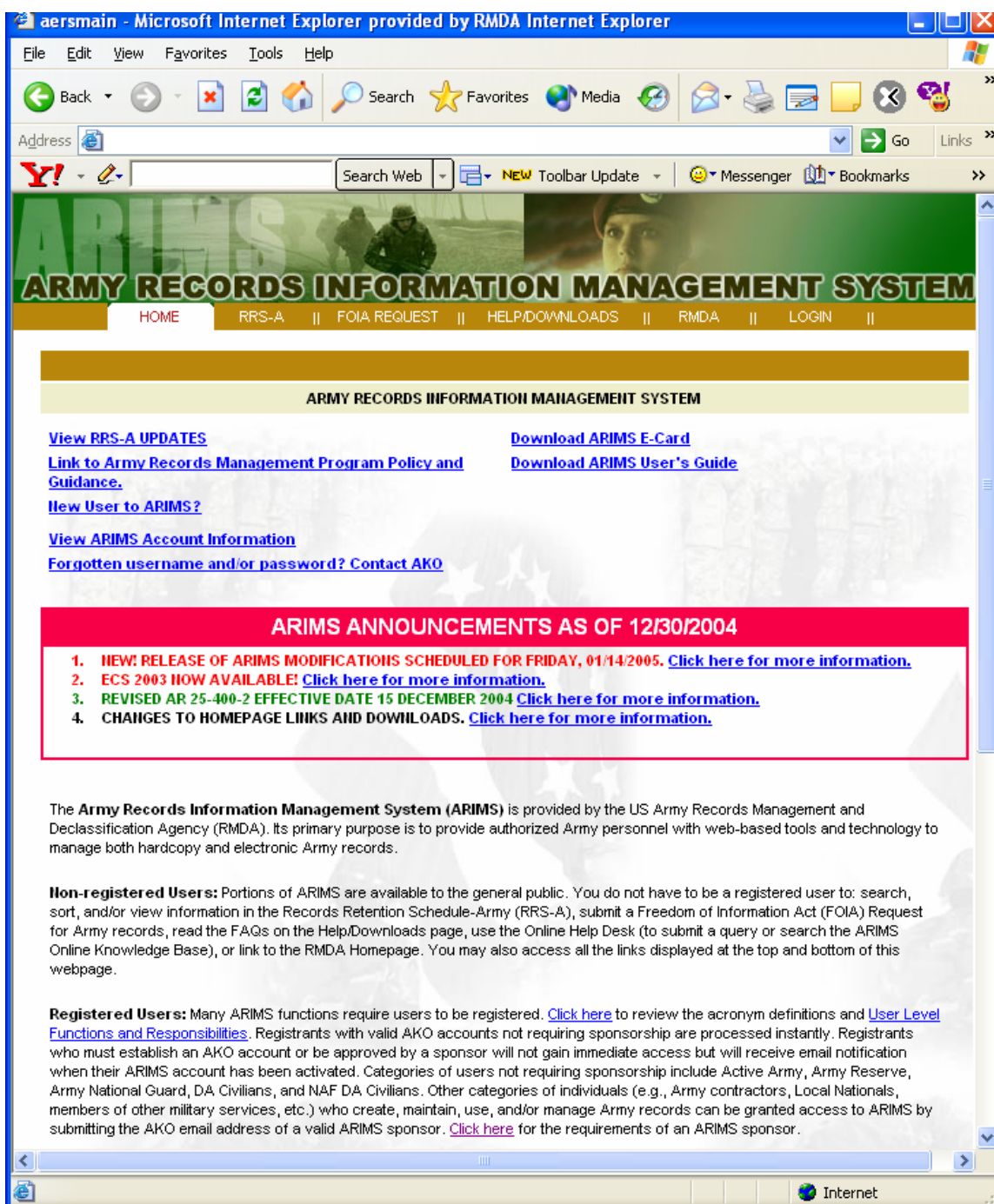


Figure 2. Public Homepage



4.2.1 User Acronym Definitions and Functions Hyperlink

On the ARIMS homepage, the “Click here” hyperlink, seen in Figure 3 below, will open a new browser window to display the different user roles and recordkeeping responsibilities within the system.

The **Army Records Information Management System (ARIMS)** is provided by the US Army Records Management and Declassification Agency (RMDA). Its primary purpose is to provide authorized Army personnel with web-based tools and technology to manage both hardcopy and electronic Army records.

Non-registered Users: Portions of ARIMS are available to the general public. You do not have to be a registered user to: search, sort, and/or view information in the Records Retention Schedule-Army (RRS-A), submit a Freedom of Information Act (FOIA) Request for Army records, read the FAQs on the Help/Downloads page, use the Online Help Desk (to submit a query or search the ARIMS Online Knowledge Base), or link to the RMDA Homepage. You may also access all the links displayed at the top and bottom of this webpage.

Registered Users: Many ARIMS functions require users to be registered. [Click here](#) to review the acronym definitions and [User Level Functions and Responsibilities](#). Registrants with valid AKO accounts not requiring sponsorship are processed instantly. Registrants who must establish an AKO account or be approved by a sponsor will not gain immediate access but will receive email notification when their ARIMS account has been activated. Categories of users not requiring sponsorship include Active Army, Army Reserve, Army National Guard, DA Civilians, and NAF DA Civilians. Other categories of individuals (e.g., Army contractors, Local Nationals, members of other military services, etc.) who create, maintain, use

Figure 3. User Roles Link

This hyperlink on the homepage describes the different user roles and recordkeeping responsibilities within ARIMS as shown in Figure 4 below.

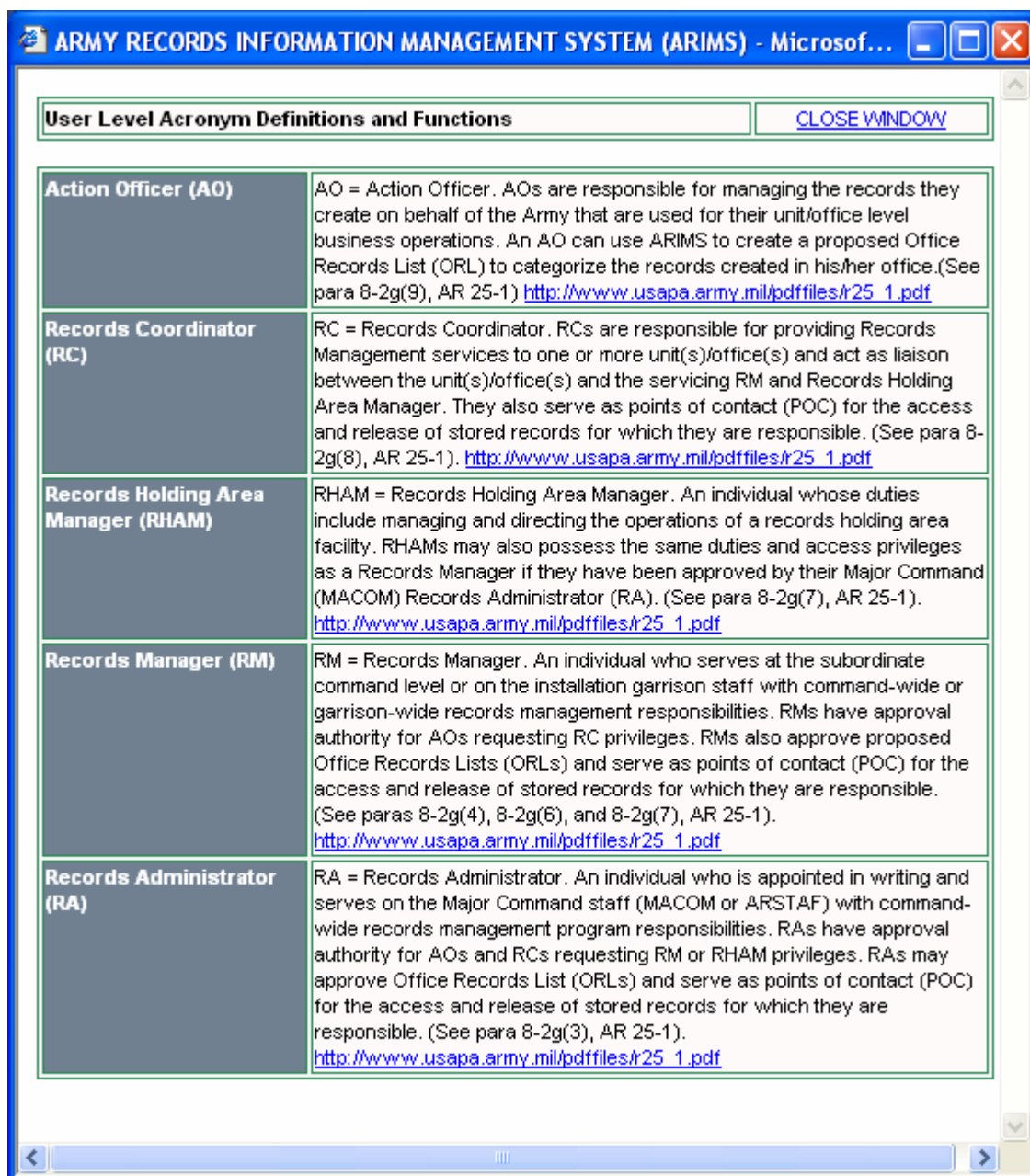


Figure 4. User Level Acronym Definitions and Functions

4.2.2 Sponsorship Requirements

Certain user categories (e.g., local nationals, Army contractors, other military service personnel, and personnel from civilian or DoD Agencies) need to be sponsored to use the ARIMS. On the homepage, a “Click here” hyperlink, shown below circled in red, opens a new browser window.



Registered Users: Many ARIMS functions require users to be registered. [Click here](#) to review the acronym definitions and [User Level Functions and Responsibilities](#). Registrants with valid AKO accounts not requiring sponsorship are processed instantly. Registrants who must establish an AKO account or be approved by a sponsor will not gain immediate access but will receive email notification when their ARIMS account has been activated. Categories of users not requiring sponsorship include Active Army, Army Reserve, Army National Guard, DA Civilians, and NAF DA Civilians. Other categories of individuals (e.g., Army contractors, Local Nationals, members of other military services, etc.) who create, maintain, use, and/or manage Army records can be granted access to ARIMS by submitting the AKO email address of a valid ARIMS sponsor. [Click here](#) for the requirements of an ARIMS sponsor.

Access and use of the system is monitored to ensure security of information contained within. Users of ARIMS should not assume any degree of privacy.

The new screen describes sponsorship requirements for obtaining a user account within ARIMS as seen in Figure 5 below.

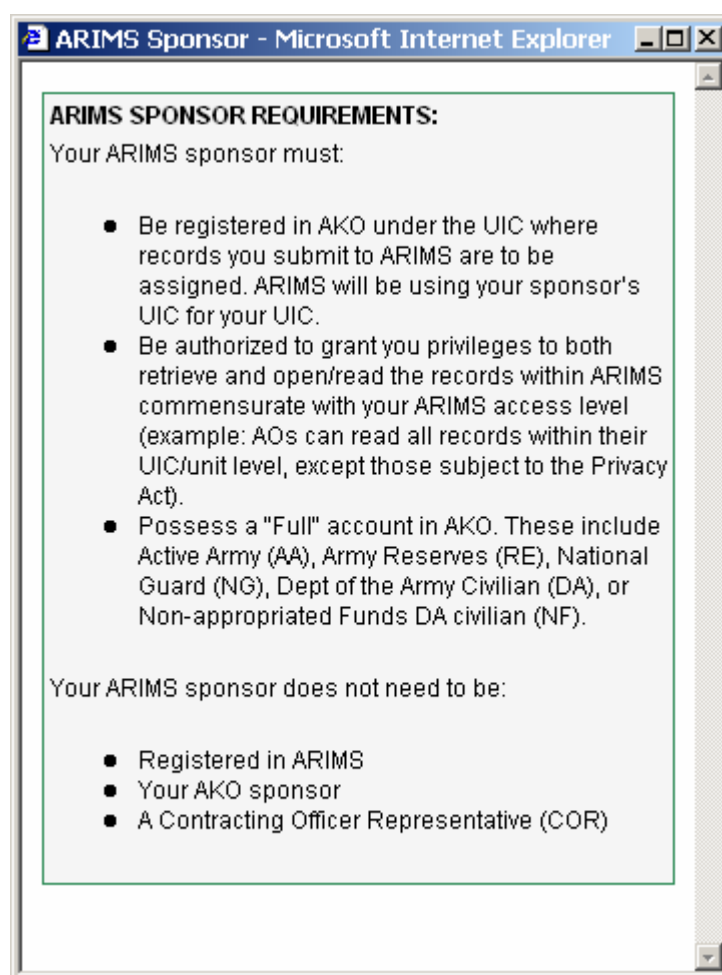


Figure 5. ARIMS Sponsor Requirements

4.3 Records Retention Schedule–Army (RRS-A)

The RRS-A component allows both registered and non-registered users to search the Army Records Retention Schedule. This schedule reflects all National Archives and



Records Administration (NARA) approved retention and disposition information for Army records.

4.3.1 RRS-A Main Search

The main search page for the RRS-A gives users the choice of searching by one or more keyword, a specific prescribing directive (AR, DA PAM, DoD Directive, etc.), or by a particular record category. A search may be filtered or narrowed by also choosing a record type such as event or non-event, permanent or temporary, or transfer or keep.

To search by keyword, type a keyword or phrase in the textbox and click the “Submit Search” button at the bottom of the page. Select a Type of Record if you wish to limit the results. The RRS-A will perform a search for all record instructions containing the keyword “police” as shown in Figure 6 below.



Figure 6. RRS-A Search

To search for a particular prescribing directive, enter in the number only of the AR, DA PAM, or other directive in the textbox and click the “Submit Search” button at the bottom of the page. For example, entering “25-400-2” will search for all instructions pertaining to AR 25-400-2.



If you wish to see all instructions for a particular record category, select the record category from the dropdown window and the RRS-A will return all record instructions for that category.

4.3.1 RRS-A Search Display

Once you perform a search, you will see a page similar to Figure 7 below. This page displays all of the record instructions that match your search criteria. You may sort the results list by clicking on any column header.

Search within Results

GO Search > police

1-25 OF 176 MATCHES PAGE 1 OF 8 NEW SEARCH PAGE: Go NEXT >>

REC. CATEGORY	REC. TITLE	REC. TYPE	DUR	PERM	EVENT	PRIV. ACT NO.	REC. NUM.	DATE ADDED
CRIMINAL INVESTIGATION	Army Criminal Investigation Reporting System (ACIRS III) Outputs and Reports	T	40	No	No	A195-2bUSACIDC	195-2p	1/5/2005 5:01:11 PM
CRIMINAL INVESTIGATION	Evidence ledgers and evidence custody files	K		No	Yes	NA	195-5a	1/5/2005 5:01:11 PM
MILITARY POLICE	Crime prevention surveys (Superseded; use RN 190-13c1 or 190-13c2, whichever applies)	S		No	No		190-13c	1/5/2005 5:01:11 PM
MILITARY POLICE	Armed Forces Disciplinary Control Board (AFDCB) files (Superseded; use RN 190-24a1, 190-24a2 or 190-24a3, whichever applies)	S		No	No		190-24a	1/5/2005 5:01:11 PM
MILITARY POLICE	Jurisdiction responsibilities (Superseded; use RN 190-30b1 or 190-30b2, whichever applies)	S		No	No		190-30b	1/5/2005 5:01:11 PM
MILITARY POLICE	MP investigator certifications (Superseded; use RN 190-30c1, 190-30c2 or 190-30c3, whichever applies)	S		No	No		190-30c	1/5/2005 5:01:11 PM
MILITARY POLICE	MP investigator credential controls (Superseded; use RN 190-30e1 or 190-30e2, S whichever applies)	S		No	No		190-30e	1/5/2005 5:01:11 PM
MILITARY POLICE	MP journals (Superseded; use RN 190-45b1, 190-45b2 or 190-45b3, whichever applies)	S		No	No		190-45b	1/5/2005 5:01:11 PM
MILITARY POLICE	Loss, theft, and recovery of firearms files (Superseded; use RN 190-45d1 or 190-45d2, S whichever applies)	S		No	No		190-45d	1/5/2005 5:01:11 PM
MILITARY POLICE	Criminal investigation data references (Superseded; use RN 190-45g1 or 190-45g2, S whichever applies)	S		No	No		190-45g	1/5/2005 5:01:11 PM
MILITARY POLICE	Confinement population and operational reports (Superseded; use RN 190-47a1, 190-47a2 or 190-47a3, whichever applies)	S		No	No		190-47a	1/5/2005 5:01:11 PM

Figure 7. RRS-A Search Results – Summary



As an example, to sort the results list by duration, click the “DUR” column name and the results will be re-sorted in ascending order. If you click the “DUR” column again, the results will be re-sorted by descending order. Sorting may be particularly helpful when searching for a specific record number (REC. NUM.).

For searches that return numerous matches, you can page through the results by clicking the “Next” and “Previous” links located at the top and bottom of the screen.

You may further refine the results of your search by performing a search within your results as seen in Figure 8 below. In this example, the keyword “ammu” was typed into the “Search within Results” textbox and the search was submitted by clicking the “GO” button. The refined search is displayed next to the “GO” button for reference when the search is completed and results returned. The results will show all words that begin with the letters “ammu” anywhere in the record instruction.

Specific instruction details can be viewed by selecting the underlined text shown under the Record Category column in blue (See subpara 4.3.3 below).

The screenshot shows the ARIMS web application interface. At the top, there is a navigation bar with links: HOME, RRS-A, RM-ASSIST, RIPS, MASTER INDEX, SYS ADMIN, HELP / DOWNLOADS, and LOGOUT. Below the navigation bar is a search area with a text input field containing 'Search within Results' and a 'GO' button. To the right of the 'GO' button, the search criteria 'Search > police>ammu' is displayed. Below the search area, the results are shown as a table with 10 columns: REC. CATEGORY, REC. TITLE, REC. TYPE, DUR, PERM, EVENT, PRIV. ACT NO., REC. NUM., and DATE ADDED. The table contains 4 rows of results, all of which are underlined in blue. The first row is for 'MILITARY POLICE' with the title 'Arms, ammunition, and explosives security management'. The second row is for 'MILITARY POLICE' with the title 'Loss, theft, and recovery of firearms files - Offices having Armywide responsibility:'. The third row is for 'MILITARY POLICE' with the title 'Structural certifications'. The fourth row is for 'MILITARY POLICE' with the title 'Loss, theft, and recovery of firearms files - TOE units and other offices'. Below the table, there is a pagination bar showing '1-4 OF 4 MATCHES' and 'PAGE 1 OF 1'. At the bottom of the page, there is a status bar with the text 'Done' and 'Internet'.

REC. CATEGORY	REC. TITLE	REC. TYPE	DUR	PERM	EVENT	PRIV. ACT NO.	REC. NUM.	DATE ADDED
MILITARY POLICE	Arms, ammunition, and explosives security management	K		No	Yes	NA	190-11c	1/5/2005 5:01:11 PM
MILITARY POLICE	Loss, theft, and recovery of firearms files - Offices having Armywide responsibility:	T	20	No	No	NA	190-45d1	1/5/2005 5:01:11 PM
MILITARY POLICE	Structural certifications	K		No	Yes	NA	190-11b	1/5/2005 5:01:11 PM
MILITARY POLICE	Loss, theft, and recovery of firearms files - TOE units and other offices	K		No	Yes	NA	190-45d2	1/5/2005 5:01:11 PM

Figure 8. RRS-A Search - Refined Results



4.3.2 RRS-A Advanced Search

ARIMS offers an advanced search option for users who have specific search criteria as shown below in Figure 9 below. The Advanced Search is used when you know specific information about the record instruction you want to find. This search option results in only displaying the record instruction meeting your exact criteria. Advanced searches may be done using one, or combinations of, Record Number, Record Category, Record Title, Privacy Act Number, Disposition Authority, and/or filtered/narrowed by record type.

record retention schedule - army (RRS-A)
ARMY RECORDS INFORMATION MANAGEMENT SYSTEM

HOME RRS-A RM-ASSIST RIPS MASTER INDEX SYS ADMIN HELP / DOWNLOADS LOGOUT

RECORDS RETENTION SCHEDULE - ARMY (RRS-A) ADVANCED SEARCH

Advanced Search Instructions :

1. Enter known information for one or more criteria:
Disposition Authority, Privacy Act No., Record Number, Record Category and/or Record Title.
2. Do not use wildcard symbols. Search engine will perform stemming functions.
3. Select "AND," "OR" options for criteria search combinations.
4. Choose desired filter options.

Related Links

- [RRS-A Search](#)
- [RRS-A View Updates](#)
- [RRS-A Updates Report](#)
- [Disposition Codes](#)

Record Number:

☐ AND ☐ OR **Record Category:**

☐ AND ☐ OR **Record Title:**

☐ AND ☐ OR **Privacy Act Number:**

☐ AND ☐ OR **Disposition Authority:**

Filter by Record Type:

☐ EVENT ☐ PERMANENT

☐ TRANSFER ☐ KEEP ☐ RESCINDED ☐ SUPERSEDED ☐ UNSCHEDULED

☐ ALL

sort by

☒ Number ☐ Name

Home | Search RRS-A | Links | Records Management and Declassification Agency |
The Adjutant General | U.S. Army Human Resources Command | Army Home Page

[Online Help Desk](#) | [Privacy & Security Notice](#) | [About ARIMS](#) | [DoD Web Policy](#)

Figure 9. RRS-A Advanced Search

The Advanced Search option of the RRS-A refines your search more efficiently than the main search, but you must know the exact information for which you are searching. It is



recommended that the main search function be used if you are unfamiliar with particular information about an instruction you are looking for based on a concept or keyword.

4.3.3 Record Instruction Detail

Often a user needs further information about a particular record instruction. The Record Instruction detail screen gives more information than what is provided on the RRS-A summary search screen. Clicking on the Record Category as shown in Figure 8 will display the detailed information for each record instruction similar to that shown in Figure 10. You may scroll through the detailed results of your initial record instruction search by clicking the “Next” and “Previous” buttons.

Click on “New Search” to return to the main RRS-A search screen.

Record Category	MILITARY POLICE
Category Description	These records concern enforcement of military discipline, physical security, traffic control, control over firearms and dangerous weapons, and apprehension, restraint, confinement, administration, sentences, parole, restoration, and Disposition of prisoners.
Record Title	General military police correspondence files
Record Description	Routine comments on regulations, directives, or other publications submitted to office with chief responsibility; routine or general requests for information and replies; reference copies of records maintained by action officers and offices of record; informal reports with related information; general recommendations and suggestions with all types of transmittals; information received requiring no action; cards, listings, indexes, or other items which are created solely to facilitate or control work; and other transactions of a general, routine, and administrative nature. (This does not include instruction files. See file numbers 25-30i1, 25-30i2, 25-30q1 or 25-30q2.)
Disposition	KE6. Event is 2 years after cutoff on action documents or when no longer needed for current operations for non-action documents; whichever applies. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.
Event Description	2 years after cutoff on action documents or when no longer needed for current operations for non-action documents; whichever applies

Privacy Act Number	NA	Event Driven	Yes
Disposition Authority	N1-AU-02-22	Additional Disposition Authority	
Record Number	190	Record Type	Keep
Permanent Record	No	Duration	
Prescribing Directives	190		
Year Type	Calendar Year		

Figure 10. RRS-A - Instruction Detail



You may print the record instruction detail by clicking the “Print” link in blue at the top of the page.

4.4 Freedom of Information Act (FOIA) Request

The FOIA Request area of the website is provided for the public to electronically submit FOIA requests to the Army.

4.4.1 FOIA Request Page

Members of the general public may submit FOIA requests by completing the fields as shown in Figure 11 below. **Required fields are marked with a red asterisk*.**

Army Records Information Management System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print Mail News RSS Feeds

Address Go Links >>

My Search Google WeatherBug 70°

ARIMS

ARMY RECORDS INFORMATION MANAGEMENT SYSTEM

HOME || RRS-A **FOIA REQUEST** HELP / DOWNLOADS || RMDA || LOGIN ||

FOIA REQUEST FOR ARMY RECORDS

In order to obtain Army records, your request must be processed in accordance with The Freedom of Information Act (5 USC 552) and The Privacy Act (5 USC 552a). We have provided a hyperlink to the document "[A Citizen's Guide To Request Army Records Under The Freedom of Information Act \(FOIA\)](#)" for your assistance.

Fields with a * are required fields in the form.

This is a request under the Freedom of Information Act (5 U.S.C. 552).

* I request the following document(s) to be provided to me. [Identify the document(s) as specifically as possible.]

* In order to help you determine my status for the purpose of assessing fees, you should know that I am [Select one of the descriptions below]

☐ a representative of the news media affiliated with newspaper (magazine, television station, etc.), and this request is made as part of news gathering and not for a commercial use.

☐ am affiliated with an educational or non-commercial scientific institution, and this request is made for a scholarly or scientific purpose and not for commercial use.

☐ am affiliated with a private business and am seeking information for commercial use.

☒ am an individual seeking information for personal use and not for commercial use.

I am willing to pay fees for this request up to a maximum of \$. If you estimate that the fees will exceed this limit, please advise me first.

☐ [Optional]
I request a waiver of fees for this request because disclosure of the requested information to me is in the public interest and it is likely to contribute significantly to the public understanding of the operations or

Done Internet



Figure 11. FOIA Request Page

Steps for completing a FOIA Request:

1. In the first textbox, provide information about the documents/information you are seeking for your FOIA Request.
2. In the next section, click on the button that best describes your status for assessing fees. If you select the “a representative of the news media” option, you will be required to identify the media outlet for which you are gathering information.
3. Next, enter how much you are willing to pay for the request.
4. If you feel your request is in the public interest, click the first check box marked “Optional” to request a waiver of fees. If you select this option, please provide how the information from the FOIA Request will be disseminated to the public.
5. Click the second optional check box if you wish to provide a telephone number in case an Army representative needs to contact you about your request by telephone.
6. Enter your contact information in the next section to complete the FOIA Request.
7. Click the **“Submit FOIA Request”** button to submit your request.
8. Click **“OK”** to confirm your intent to submit the FOIA Request.
9. When the request is completed, a confirmation notice will appear at the top of the form as seen in Figure 12.

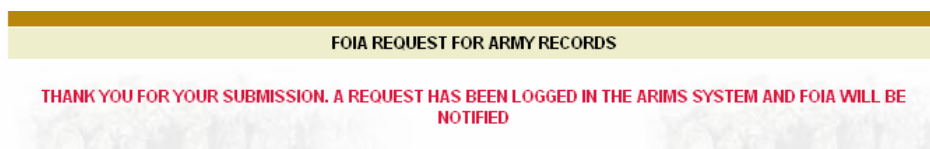


Figure 12. FOIA Request Confirmation Notice

Note that at any time prior to submitting your request, you may click the “Reset Form” button to clear the contents of the web page and start over.

4.5 Help

ARIMS includes an online help area dedicated to assisting users with questions about functionality. The Help area is divided into four sections: Frequently Asked Questions (FAQs), Online Help Desk, Downloads, and Account Notification.

4.5.1 ARIMS FAQs

The first tab item under the HELP/DOWNLOADS is the ARIMS FAQ Page. The ARIMS FAQ Page provides answers to some common questions users have about ARIMS. This area provides general information about the system, how to gain access to the system, what to do about forgotten passwords, and so forth shown in Figure 13 below.

Click on any of the hyperlinks to navigate to the answer of the desired information.

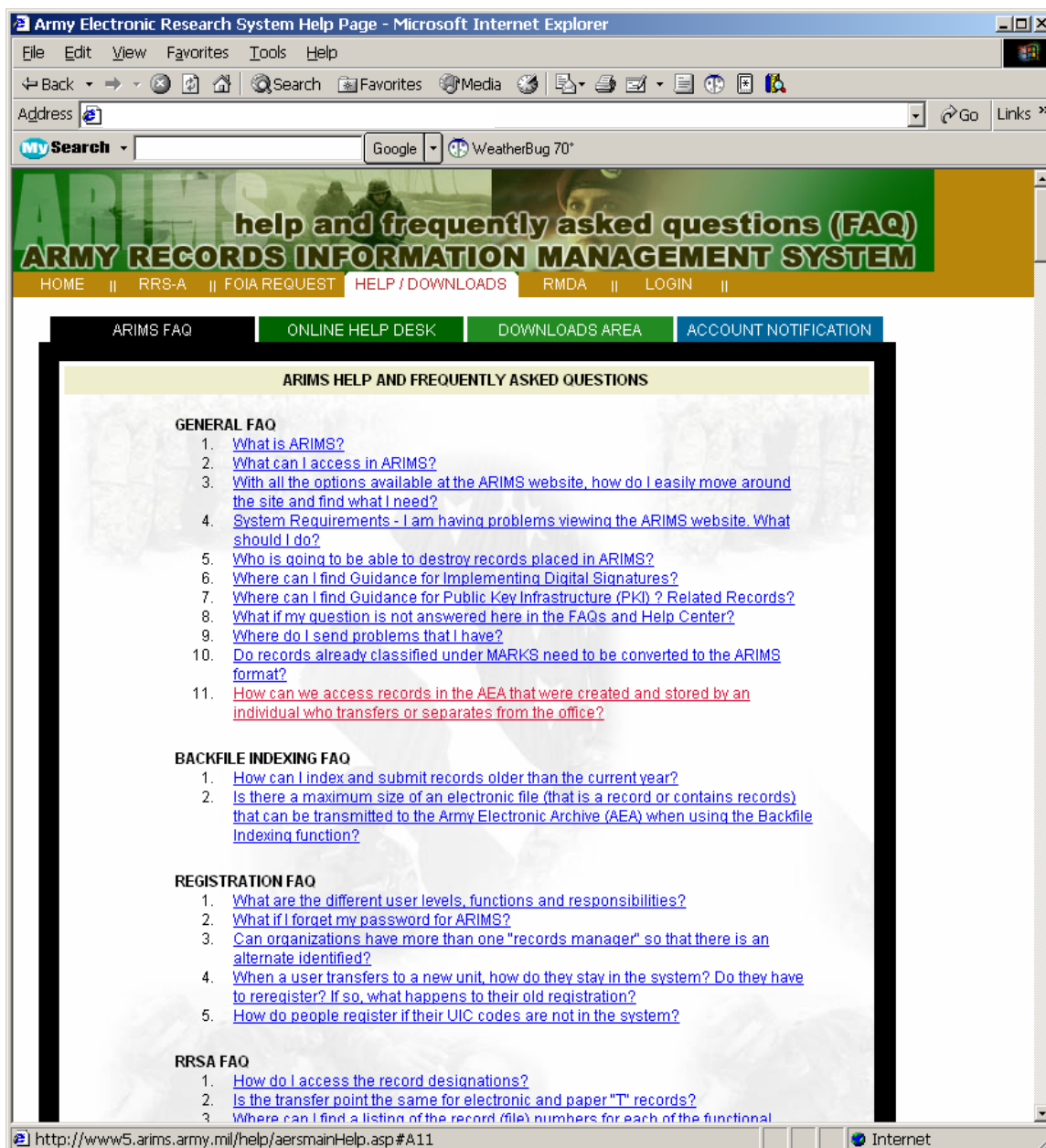


Figure 13. ARIMS FAQ

4.5.2 Online Help Desk

The Online Help Desk provides two functions: Users may submit and track inquiries they have sent to the Help Desk, and/or access the ARIMS Online Knowledge Base as seen in Figure 14 below.

Using the ARIMS Online Help, users may also do the following without requesting service directly from the support desk personnel:

- View request ticket history
- View multiple requests



- Check a request ticket by Reference ID
- Search the ARIMS Online Knowledge Base
- Receive an auto-confirmation of a request ticket via your e-mail
- Submit an ARIMS Help Desk Ticket

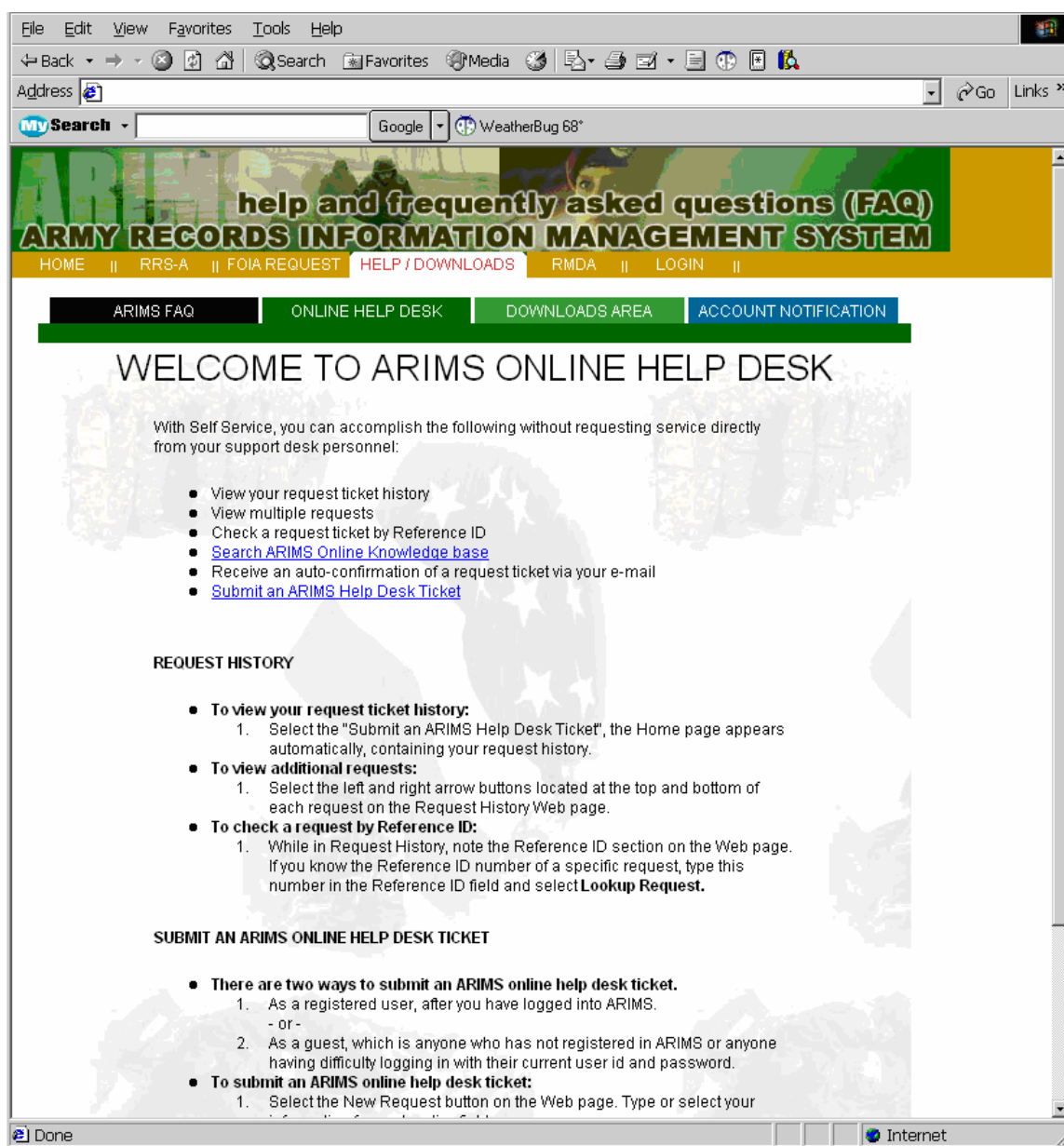


Figure 14. Contact Us

There are two ways to submit an ARIMS Online Help Desk ticket, as a guest or as a logged-in user. A guest is anyone not registered in ARIMS or who is having difficulty logging in with their username and password.



4.5.2.1 Online Help Desk

To submit an ARIMS Online Help Desk ticket as shown in Figure 15 below:

1. Click the “Submit an ARIMS Help Desk Ticket” hyperlink to access the form needed to complete your request.
2. Select the “New Request” button on the form. Enter or select the appropriate information for each block.
3. After completing the request, press the “Submit” hyperlink.
4. To exit the ARIMS Help Desk, click the “Logout” hyperlink.
5. Click on the “ARIMS Online Help” to return to ARIMS.

Figure 15. Online Help Desk New Request

4.5.2.2 Online Knowledge Base

To access the ARIMS Online Knowledge Base

1. Click the “Submit Search ARIMS Online Knowledge Base” hyperlink. This link opens a new browser screen titled TOP SOLUTIONS for the ARIMS Knowledge Base as shown in Figure 16 below.



2. If your issue is not addressed in the TOP SOLUTIONS, you may click the “Find More Solutions” button at the bottom of the page. This takes you to a search page in which you may enter keywords or phrases to possibly locate the solution you need from other locations within the Knowledge Base.
3. If you cannot find an answer to your issue, click the “Request Help” button. This will take you to the ARIMS Online Help Desk where you may submit a request for assistance.

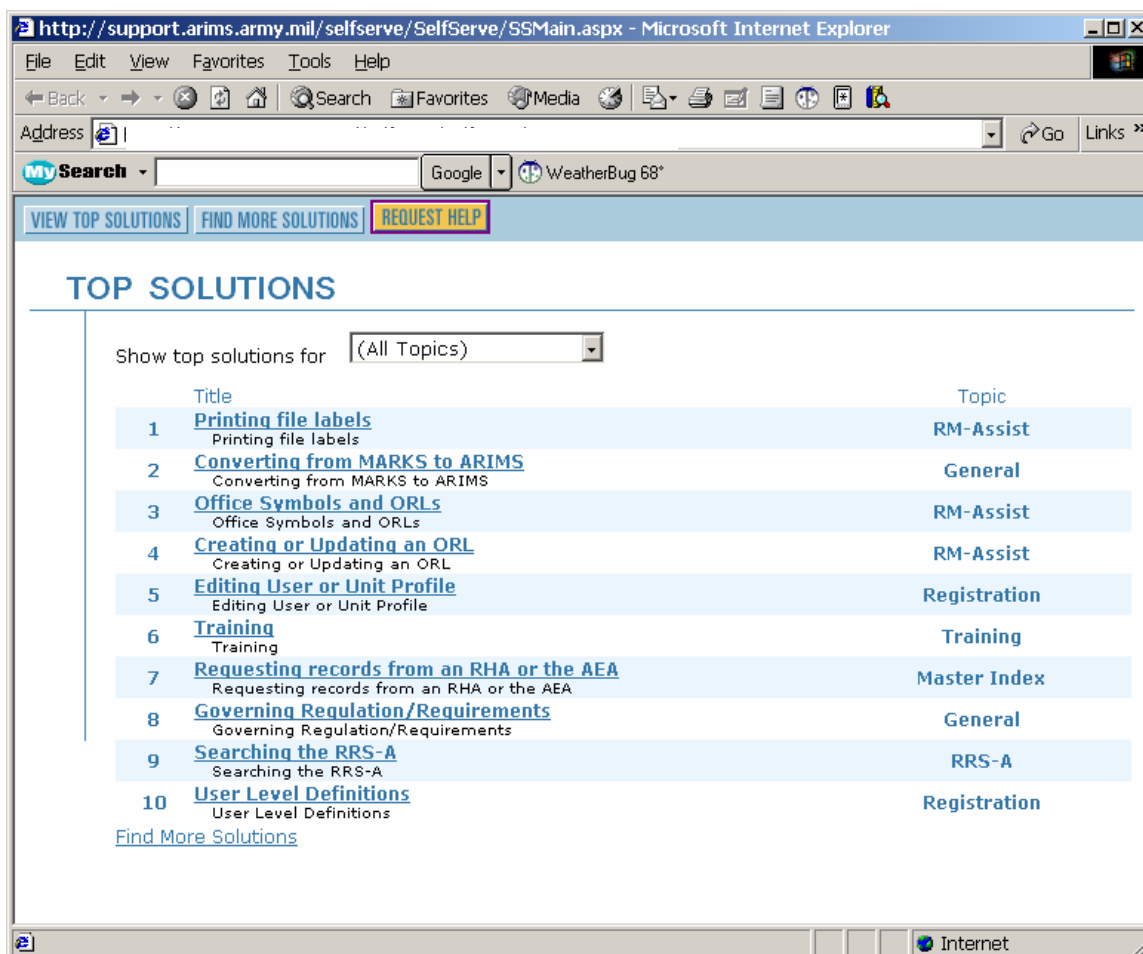


Figure 16. Online Knowledge Base

4.5.3 Downloads Area

On the Downloads Area page you will find several files to help you take full advantage of the ARIMS system. Some downloads require you to first login to the system.

The dropdown list, as seen in Figure 17, contains a helpful list of files available for download.

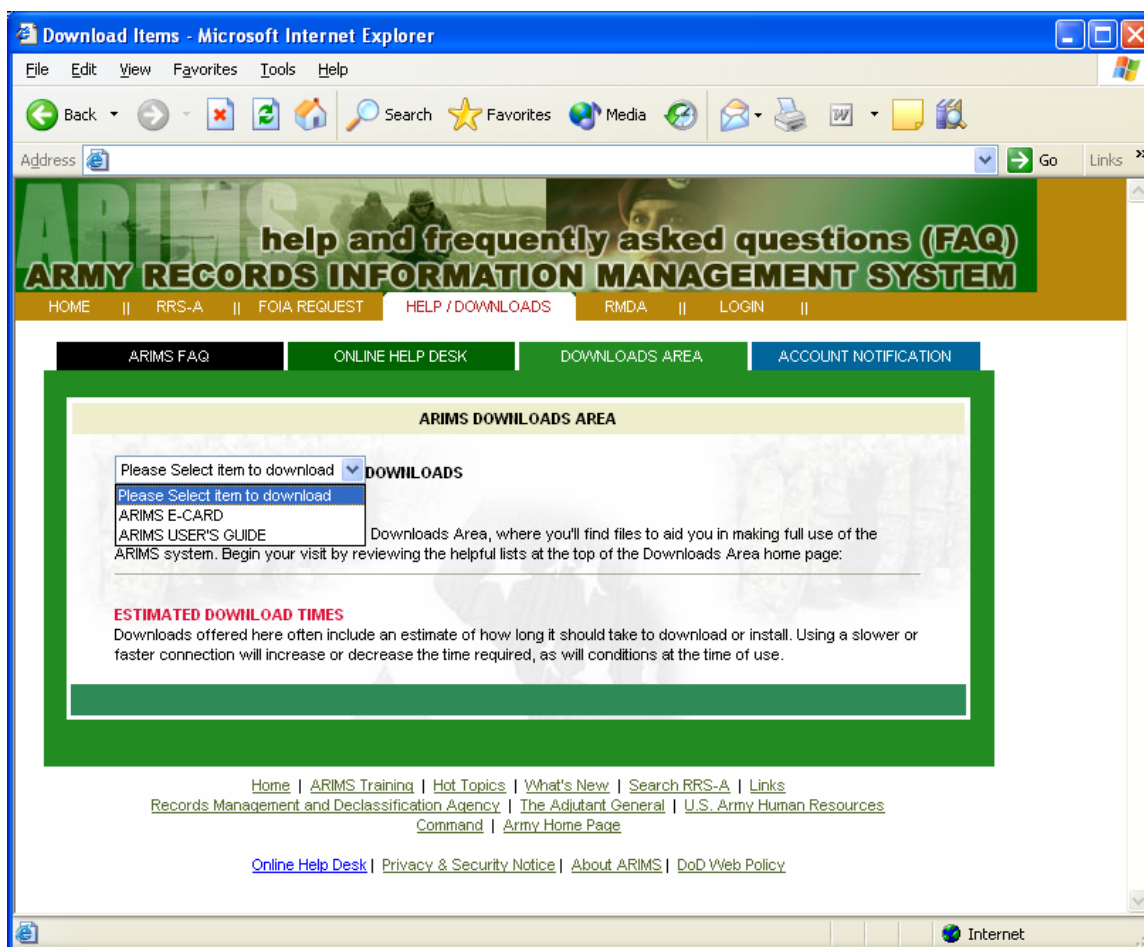


Figure 17. Downloads Area Page

To download a file

1. Click the dropdown box to see the list of files you can download.
2. Select the desired file you wish to download.
3. The screen will display the download instructions on the file you selected as seen in Figure 18 below. Read the instructions carefully to ensure the download is



successful.



Figure 18. Download Instructions Page

4. Example: Downloading the User's Guide: Click on the file hyperlink (ex. "ARIMS USER'S GUIDE" as seen above) under the DOWNLOAD banner on the right side of the page in green.
5. At the next screen, click the "Save" button.
6. Enter the location on your hard drive or network drive where you want to save the file.
7. If the file download from the ARIMS web site contains the extension .zip or .exe, you will need to decompress or execute the installation program as described in the download instructions for Step 3.

4.5.4 Account Notification

This page allows you to check the status of your ARIMS account. This is especially helpful if you recently registered and are waiting for your account to be approved.

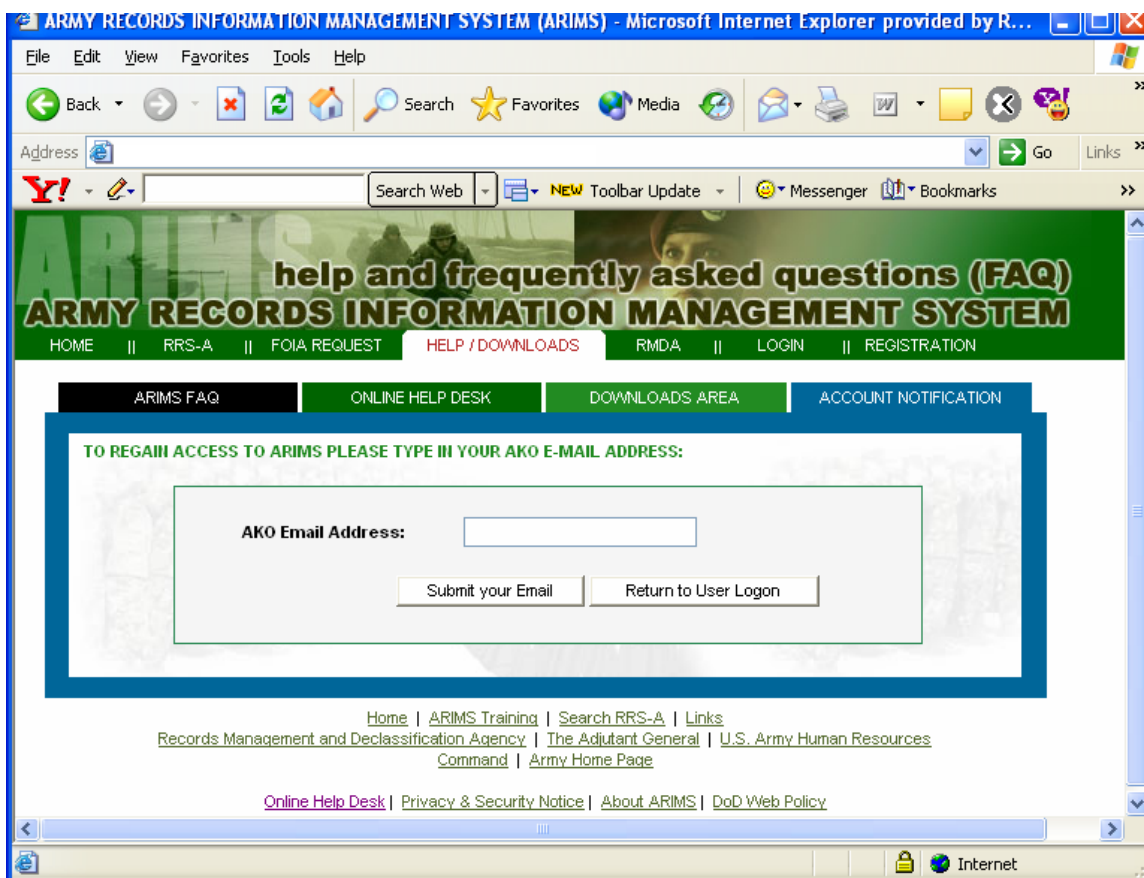


Figure 19. Account Notification

To check your account status

1. Type in your AKO email address in the textbox where indicated.
2. Click on the “Submit your Email” button.
3. The next screen will display your account status as seen in Figure 20 below.

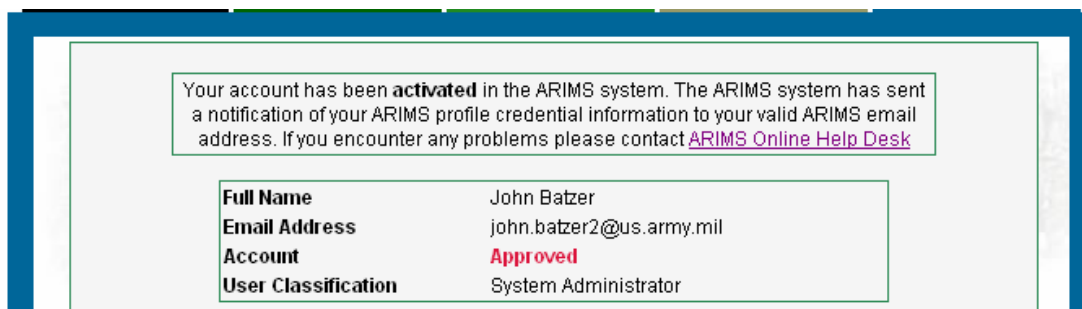


Figure 20. Account Status

4.6 ARIMS Login/Logoff

To gain access to the web-based suite of records management tools, you must request an ARIMS user account by registering by selecting the “New User to ARIMS?” link or the tab labeled “LOGIN/REGISTRATION” to start the registration process. Once registered,



all new users are initially granted an AO level of access to the system. To change to another user level, the appropriate records management official must submit an authorization thru the Online Help Desk verifying that the user's records management responsibilities require a different level. Once the registration process is complete, the user can then login to the ARIMS.

4.6.1 Login

To login to ARIMS, simply click the "Login" button at the top of the homepage. A login page will display as seen in Figure 21 below. Enter your AKO Username and Password and then click on "Sign into ARIMS."

If you do not remember your AKO Username and Password, click on "Forgot password?" to link to the AKO website and follow the instructions provided on how to retrieve your sign-in credentials.

Figure 21. ARIMS Login Screen

4.6.1.1 Users Supporting Multiple Organizations

Some users have records management responsibilities for more than one Army organization. ARIMS only allows the registered user's profile to reflect the user's



official unit of assignment as provided in AKO; however, a user will be able to select other units for which they can perform records management duties.

You must already be a registered ARIMS user to be able to support multiple organizations. The process for associating users to more than one organization is not automatic, a request must be submitted by the appropriate records management official using the Online Help Desk, listing the user's name and the UICs of all units for which the user requires access.

When a user supporting multiple organizations logs into ARIMS, they will see a screen similar to what is displayed in Figure 21 below. The user clicks the "Select" button next to the unit for which he/she needs to perform records management duties. All actions taken in ARIMS will be associated with that unit until the user logs out of the system.

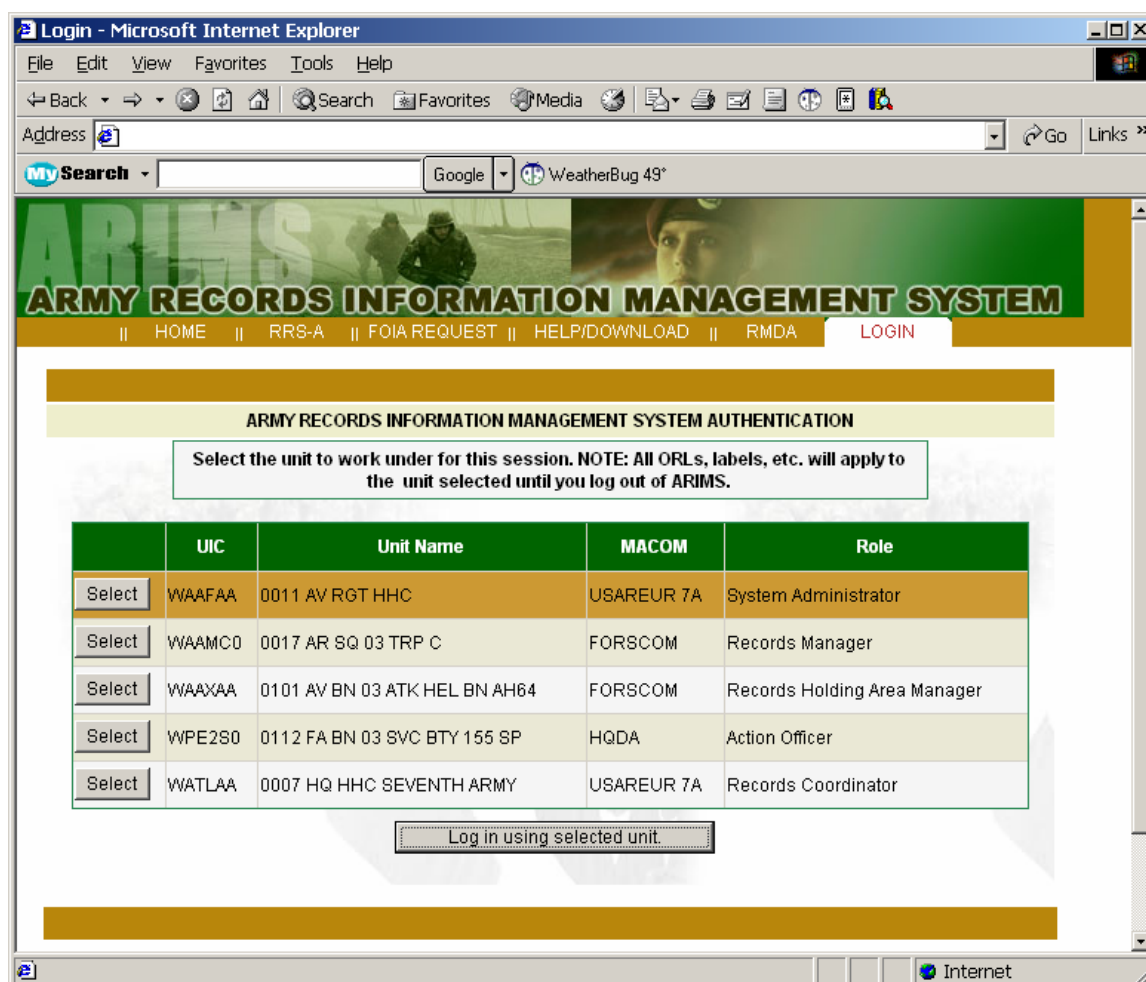


Figure 22. Select Unit for ARIMS Session



4.6.1.2 Account Deactivated Due to Inactivity.

Your account will be deactivated if you have not used ARIMS for six months as shown in Figure 23 below.

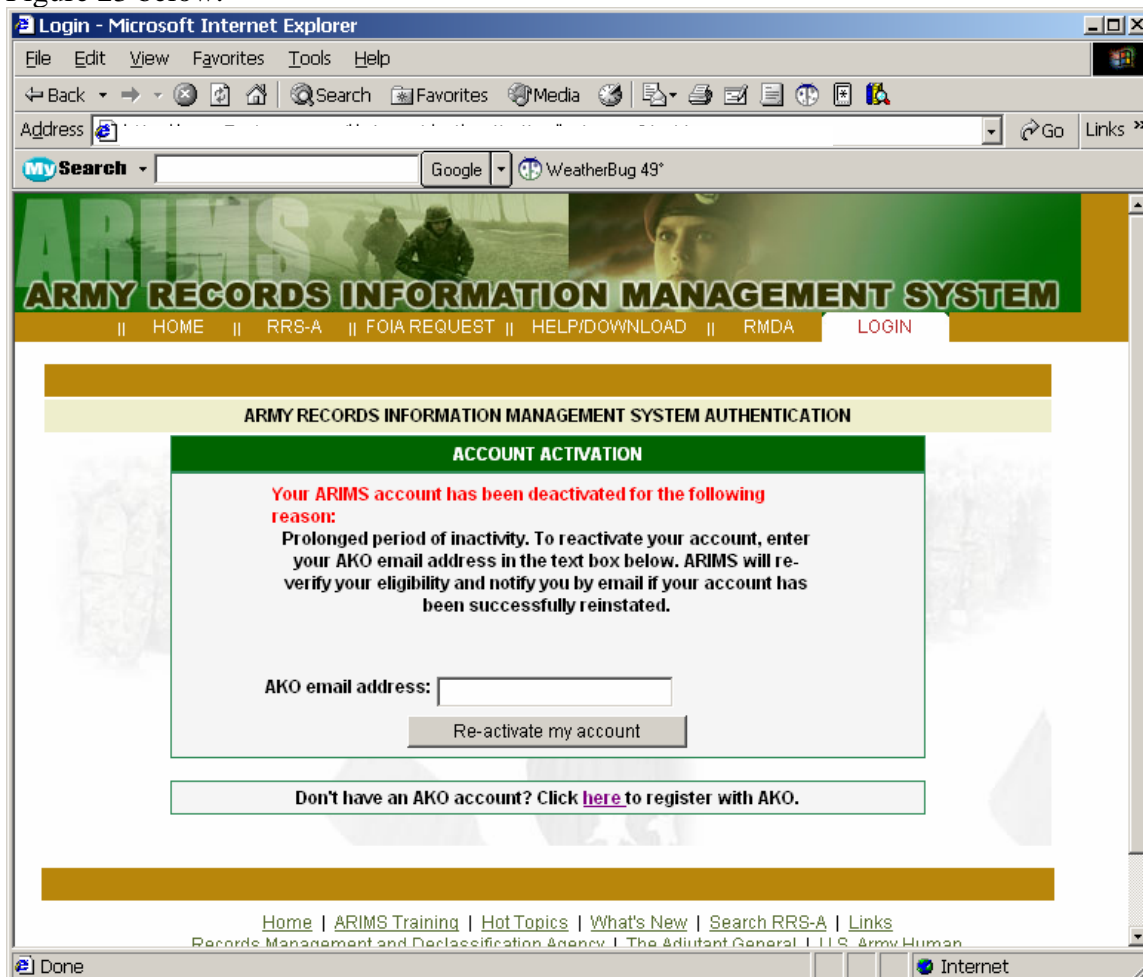


Figure 23. Deactivated Account for Inactivity

To reactivate your ARIMS account:

1. Type in your AKO e-mail address.
2. Click “Re-activate my account” button.

4.6.2 Forgotten Password

In the event you have forgotten your AKO password, you can link from ARIMS to the AKO web site.

How to retrieve your AKO password

1. Click the “Forgot password?” button.
2. Click “OK” when the “You are now leaving the ARIMS” screen appears which will take you to the AKO web site.
3. Follow the AKO instructions for retrieving your AKO password.

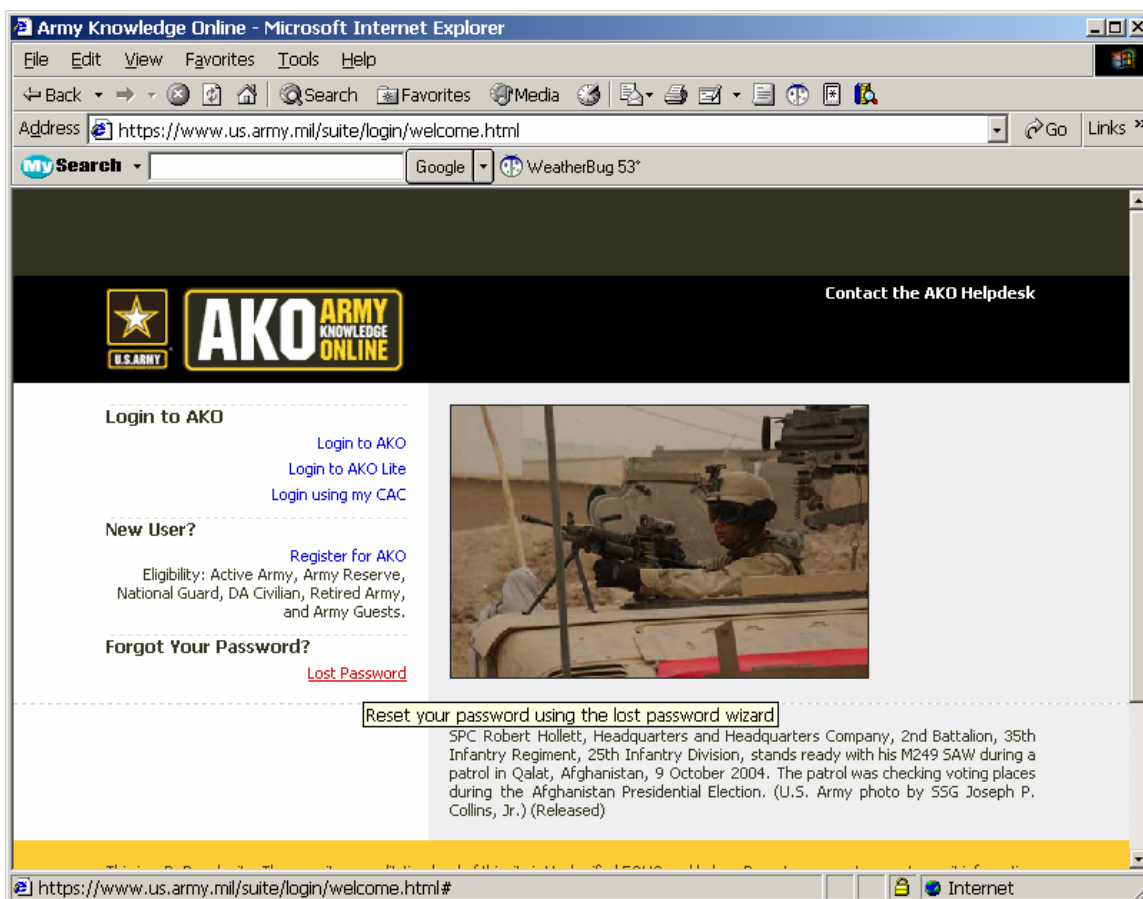


Figure 24. AKO Password Hint

4.6.3 Logout

To exit ARIMS, simply click the “Logout” button at the top of the page as shown in Figure 25 below. This will close your current session and return you to the public view homepage of ARIMS. It is good practice to completely close your web browser after ending a session to ensure no information remains in your browser’s history that could be stolen or hacked.

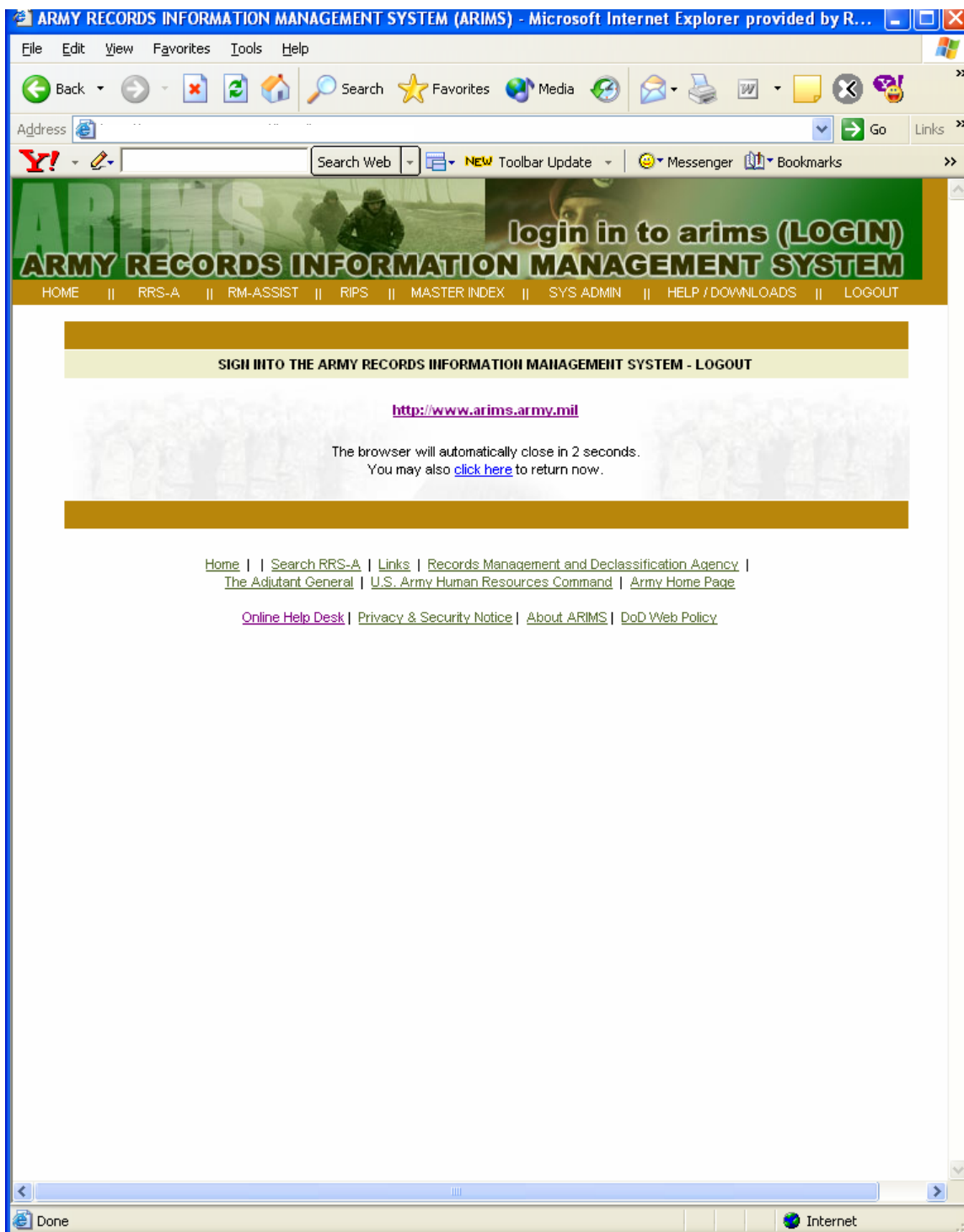


Figure 25. ARIMS Logout

4.7 New User Registration

To utilize much of the functionality within ARIMS, new users must register for access and security privileges. During the registration process a relationship or hierarchy is



determined for the applicant relative to unit, office symbol, corresponding records management officials, assigned Records Holding Area (RHA), and unit chain of command records management policy, guidance and direction.

Users register with ARIMS using their AKO credentials (username and password). Registrants with valid AKO accounts not requiring sponsorship are processed instantly. Registrants who must establish an AKO account or need to be approved by a sponsor will not gain immediate access but will receive email notification when their ARIMS account has been activated.

Categories of users that do not require sponsorship are: Active Army, Army Reserve, Army National Guard, DA Civilians, and NAF DA Civilians.

User categories that require sponsorship include: Army contractors, Local Nationals, members of other military services and DoD and civilian agencies, etc. If individuals within one of these categories create, maintain, use, and/or manage Army records, they can be granted access to ARIMS by submitting the AKO e-mail address of a valid ARIMS sponsor.

4.7.1 New ARIMS User Registration not Requiring Sponsorship

The following user categories (as provided by AKO) do not require sponsorship to register in ARIMS:

Active Army
Army Reserves
National Guard
Department of the Army (DA) Civilian
Non-appropriated Funds (NAF) DA Civilian

How to register in ARIMS:

1. From the ARIMS homepage, click the "LOGIN/REGISTRATION" button in the menu bar at the top of the page or select the "New User to ARIMS?" in the bold blue type on the main home page.
2. Type in your AKO user account name and password.
3. If you do not require sponsorship for ARIMS, a user profile screen appears as shown in Figure 26 below.

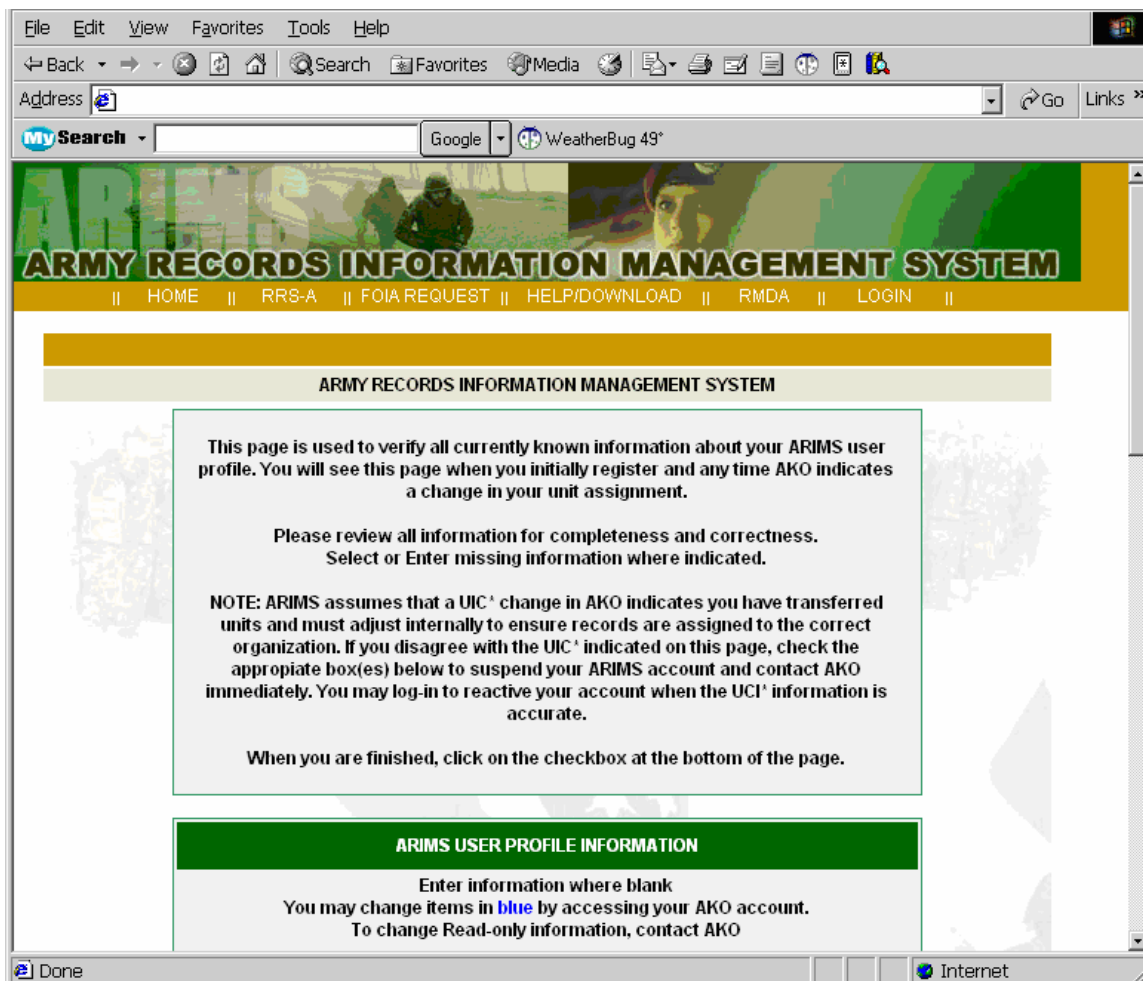


Figure 26. ARIMS New User Registration Introduction

4. Review your user information as supplied by AKO.
5. Enter your telephone, DSN, and fax numbers in the applicable boxes.
6. Confirm your unit information as shown in Figure 27.



USER or ARIMS PROVIDED PROFILE INFORMATION

Select or Enter information where blank
To correct these items, send a request through the ARIMS [Online Help Desk](#).

UIC : W6ED36

Official Unit Name : [RMDA](#)

AKO Unit Name : US Army Records Mgmt. and Declass Agency

Office Symbol : [Create New](#)

Record Holding Area : St. Louis (USACE)

I have reviewed my user profile and agree with unit changes as indicated by AKO. By clicking on the box below I understand my ARIMS user profile information will be changed to match AKO:

☒ I AGREE with all information. Update my ARIMS user profile. I have selected or entered valid information where blank.

☐ I DISAGREE with some information (please check appropriate box(es) below and allow sufficient time for change to be completed before returning to the ARIMS login page):

☐ I DISAGREE with Office Symbol and/or Records Handling Area information. I will submit a change request via the ARIMS [Online Help Desk](#) before proceeding.

☐ I DISAGREE with UIC*. I will contact AKO to make correction(s) before proceeding. I understand that my ARIMS account will be deactivated until the corrections are made to ensure that records stored or sent to ARIMS are not associated

*UIC: Unit Identification Code. A six-character, alphanumeric code that uniquely identifies each Active, Reserve, and National Guard unit of the Armed Forces.

Figure 27. ARIMS New User Unit Information

7. Click the “Please Select an Office Symbol” dropdown box and select your office symbol.
If your office symbol is not in the list, click the “Create New” hyperlink to add your office symbol. A “New Office Symbol” textbox will appear for you to enter your office symbol. When you have completed entering your office symbol, click the “Add” button to add your office symbol to ARIMS.
8. If you agree with all the information supplied as displayed, click the “I AGREE” radio button.
If the information is incorrect, click the appropriate “I DISAGREE” button. If the Office Symbol and/or RHA are incorrect, click the “Online Help Desk” hyperlink and submit a Help Desk ticket to have corrections made.
If your UIC is incorrect, you must contact AKO to make the correction before your account may be approved.
9. Click the “Click here when finished.” button to submit your information.



4.7.2 Account Requiring Sponsorship

AKO databases do not contain personal information on certain categories of individuals who are authorized to use ARIMS. Therefore, ARIMS uses the sponsorship process to obtain and track valid unit assignments for these eligible users, grant them the proper level of access, and identify where records submitted by them belong.

The following user categories (as provided by AKO) require sponsorship in order to use ARIMS:

Army Contractor
Local National Employee
DoD Civilian
US Air Force
US Navy
US Marine Corps
US Coast Guard
Army Volunteer
Federal Civilian Agency
Homeland Security
USMA Cadet
ROTC Cadet-Contracted
ROTC Cadet-Not Contracted
Initial Entry Recruit
Foreign Officer

NOTE: Sponsors for applicants that fall within one of the above categories must verify that the applicant creates, maintains, uses, and/or manages Army records

The requirements for an ARIMS sponsor differ from those needed to obtain an AKO account. An ARIMS sponsor must:

- Be registered in AKO under the same UIC as that of the applicant.
- Be authorized to grant the applicant privileges to submit, retrieve and open/read the records within ARIMS commensurate with his/her approved ARIMS access level (example: AOs can read all records within their UIC/unit level, except those subject to the Privacy Act).
- Possess a "Full" account in AKO. These include Active Army (AA), Army Reserves (RE), National Guard (NG), Dept of the Army Civilian (DA), or Non-appropriated Funds DA civilian (NF).

An ARIMS sponsor does not need to be:

- Currently registered in ARIMS, although this is highly recommended.
- The user's AKO sponsor
- A Contracting Officer Representative (COR)



To process an ARIMS account requiring sponsorship:

1. Type in the AKO email address of a valid ARIMS sponsor into the textbox.
2. Click on “Submit Information” such as shown in Figure 28.
3. An email requesting sponsorship will be sent to the individual whose AKO address was entered in Step 1.
4. When the sponsor returns the email agreeing to the terms and conditions of sponsoring an ARIMS user, you will receive an email notification that your account has been activated.
5. If you attempt to log in before your sponsor has returned the email request, you will receive a notice.

Figure 28. ARIMS New User AKO Sponsor Request



4.7.3 Expiration of Sponsored Account.

AKO databases do not contain personnel information on the categories of individuals who are sponsored to use ARIMS. Therefore, ARIMS must reconfirm the eligibility of sponsored users annually to ensure 1) the sponsor is still valid, 2) the user is still working for the Army, and 3) the user is still located at the same UIC.

Sponsored accounts remain active for one year. If a sponsored user attempts to log in to ARIMS after a year, he/she will receive a notice.

An expired sponsored account is temporarily deactivated until the ARIMS user reconfirms his/her eligibility by entering a sponsor's AKO email address. If no profile information about the sponsored user has changed since originally activated, the user should enter the AKO email address of the current sponsor. If the user has transferred, he/she should enter an AKO email address of a new sponsor.

To reactivate an expired sponsored ARIMS account:

1. Type in the AKO email address of a valid ARIMS sponsor into the textbox.
2. Click on "Submit Information."
3. An email requesting sponsorship will be sent to the individual whose AKO address was entered in Step 1.
4. When the sponsor returns the email agreeing to the terms and conditions of sponsoring an ARIMS user, you will receive an email notification that your account has been activated.
5. If you attempt to log in before your sponsor has returned the email request, you will receive a notice such as shown in Figure 29.

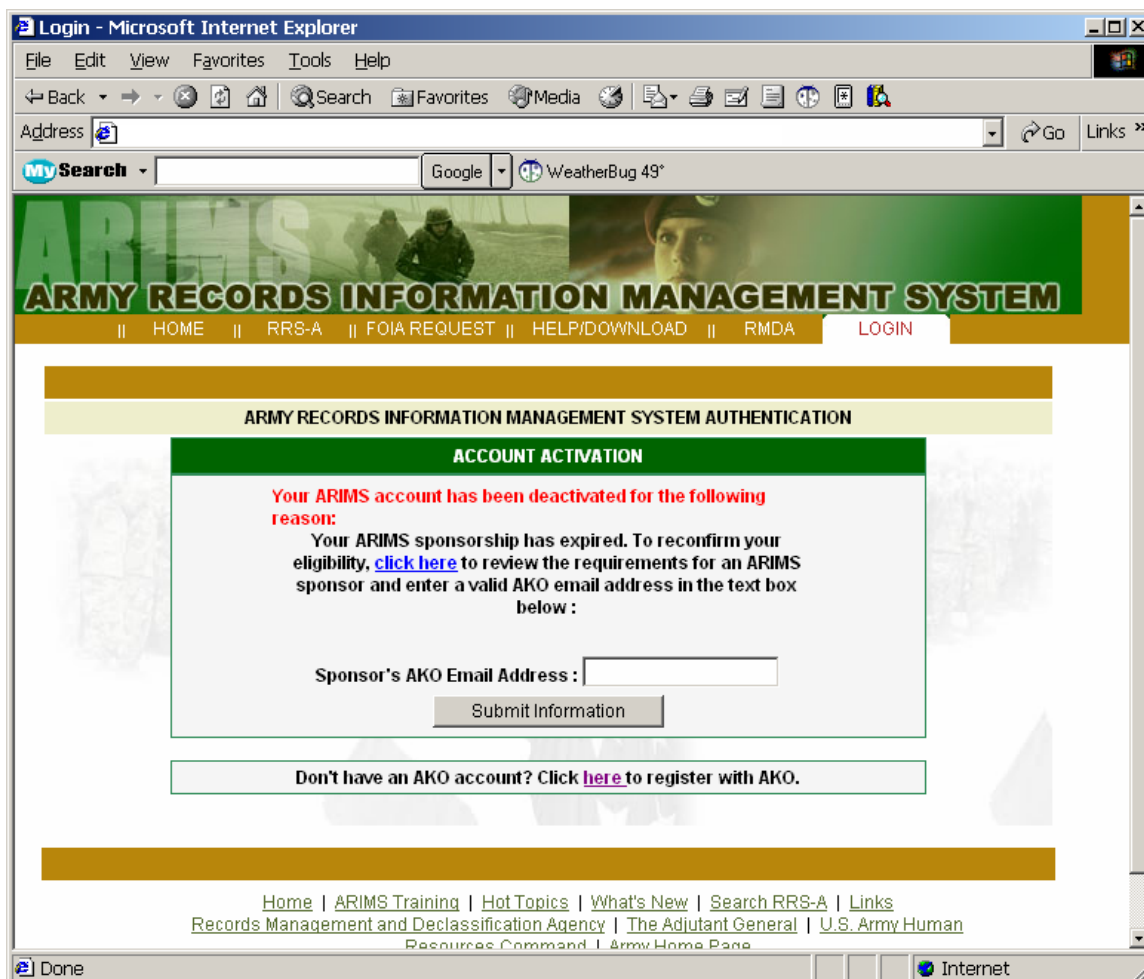


Figure 29. ARIMS Registration - Sponsorship Expired

4.7.3 Ineligible Account

The following user categories (as provided by AKO) are not eligible to register in ARIMS (they do not create, maintain, use, and/or manage Army records):

- Army Retired
- Medical Retired
- Medical Discharged
- DA Civilian, Retired
- Family Member
- Administrative Contractor (AKO SysAdmins)

If you are ineligible for an ARIMS account based on your AKO account, you will receive the following screen as seen in Figure 30

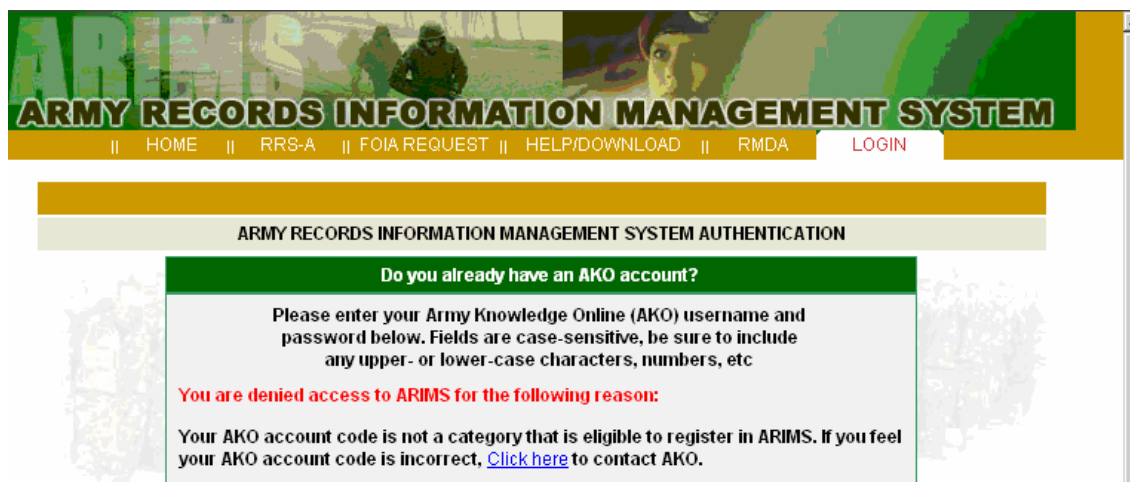


Figure 30. ARIMS Registration - Ineligible AKO Account

If you believe your eligibility information is incorrect, click on the “Click here” hyperlink to go to the AKO web site.

5. ARIMS Core Tools

5.1 Electronic Capture and Store (ECS) Applet

The ECS enables registered ARIMS users to assign record retention instructions, using their current calendar year (CY) Office Records List (ORL), to both CY and fiscal year (FY) electronic records sent to the Army Electronic Archive (AEA) for secure long-term storage. The ECS works with MS Outlook to allow for the easy transfer of electronic records as ordinary email or email attachments. The ECS versions for MS-Office 2000 and 2003 also integrate the functionality of ARIMS with the MS-Office suite of software applications

5.1.1 ECS Version 3 (ECSV3) for MS-Office 2000

The ECSV3 extends MS Outlook 2000 and MS-Office 2000 products. It is a Visual Basic COM+ that loads during startup of Outlook 2000 and executes whenever an email or other electronic record is sent to the AEA. The component communicates with the ARIMS server through a web service to retrieve both CY and FY records retention instructions from a user's ORL.

When an email in Outlook is sent, the user has the option of archiving it to the AEA. If the user elects to archive an email, records retention instructions from their current CY ORL will appear in a dropdown box. NOTE: Only the T-Code (Transfer) and U-Code (Unscheduled) record instructions from an ORL will display. The user selects the appropriate instruction from the dropdown list and the email record is sent to the AEA as a blind carbon copy. If a user's office/unit does not have an ORL for the current CY, the user can still elect to archive the record but will need to assign an instruction to it at a later time, using the AEA Records Classification function in the ARIMS Records Input Processing Subsystem (RIPS) Module. Refer to the ARIMS User's Guide on how to index current/prior year unidentified records in the AEA.



DISCLAIMER

Please contact Microsoft or your Network Systems Administrator if you encounter difficulty installing the MS Simple Object Access Protocol (SOAP) toolkit. ECS installs the MS SOAP Tool Kit 3.0 on the workstation so ECS can communicate to the ARIMS web service through HTTPS.

ECS also modifies several Office templates to extend the menus within the Office applications. The following templates should be backed up or copied to another filename prior to installation: Word Normal.dot. If you wish to remove ECS from the workstation, copying the previous versions of these templates over the ECS-modified templates will restore the Office menus.

5.1.1.1 ECS Version 3 Software Dependencies

ECS Version 3 Software Dependencies included in the ECSv3 Installation

Outlook Redemption

Outlook Redemption works around limitations imposed by the Outlook Security Patch and Service Pack 2 of MS Office 98/2000 and Office 2002 and 2003 (which include the Security Patch) plus it provides a number of functions to work with properties and functionality not exposed through the Outlook object model. Outlook Redemption is a regular COM library; once registered on the system, it is accessible to any programming language (VB, VBA, VC++, Delphi, etc). Outlook Redemption uses Extended MAPI (which is not affected by the Security Patch since it is not accessible to the scripting languages) to duplicate the functionality blocked by the Security Patch. The file required by ECSV3:

C:\windows\system32\ECS\Redemption.dll

System Requirements

Outlook Redemption supports Outlook 98, 2000, 2002 and 2003 (Outlook 97 is not supported).

For more information about Outlook Redemption:

<http://www.dimastr.com/redemption/>

Visual Basic Runtime SP6

Visual Basic Runtime SP6 is a self-extracting executable file that installs versions of the MS Visual Basic run-time files required by all applications created with Visual Basic 6.0. The files include the fixes shipped with Service Pack 6 for Visual Basic 6.0. The files required by ECS Version 3 include:

C:\windows\system32\msvbvm60.dll
C:\Windows\system32\stdole2.tlb
C:\program files\Microsoft Visual Studio\VB98\VB6Ext.olb
C:\windows\system32\scrrun.dll



Note: The path locations/names may be different on your local workstation depending on the deployment of the Windows operation system files.

System Requirements

Supported Operating Systems: Windows 2000, Windows 2000 Advanced Server, Windows 2000 Server, Windows 2000 Service Pack 2, Windows 2000 Service Pack 3, Windows 2000 Service Pack 4, Windows 95, Windows 98, Windows 98 Second Edition, Windows ME, Windows NT, Windows Server 2003, Windows XP

For more information about Visual Basic Runtime SP6:

<http://www.microsoft.com/downloads/details.aspx?FamilyId=7B9BA261-7A9C-43E7-9117-F673077FFB3C&displaylang=en>

Microsoft SOAP Toolkit

The MS SOAP toolkit provides basic Web services capabilities for COM components and applications. The MS SOAP toolkit allows ECSV3 to communicate via SOAP to the ARIMS ECS web service. The ARIMS ECS web service provides registered ARIMS users access to their current CY ORL for archiving both CY and FY T-Code and U-Code electronic records using ECSV3.

System Requirements

- **Supported Operating Systems:** Windows 2000, Windows 98, Windows ME, Windows Server 2003, and Windows XP
- Windows Installer version 2.0 or later is required for installation.
- The MS SOAP client objects will run on Windows 98, Windows ME, Windows NT 4.0 Service Pack 6, Windows 2000 Service Pack 1, Windows XP, and Windows 2003.
- The MS SOAP server objects will run on Windows NT 4.0 Service Pack 6, Windows 2000, Windows XP, Windows 2003, and require IIS to be installed.
- This release requires Internet Explorer 5.0 or later.
- MSXML 4.0 will be installed with the SOAP Toolkit.

ECSV3 Software Dependencies NOT included in the ECSV3 Installation

MSXML 3.0 SP5

MSXML parser is software that reads an XML file and makes it available via the XML Document Object Model (DOM). The DOM defines a standard set of commands that parsers should expose so one can access HTML and XML document content from programs. The files required by ECSV3 include:

C:\windows\system32\msxml3.dll



Note: The path locations/names may be different on your local workstation depending on the deployment of the Windows operation system files.

System Requirements

- Supported Operating Systems: Windows 2000, Windows 98, Windows ME, Windows NT, Windows Server 2003, Windows XP
- All applications using MSXML3 should be closed before you install this SP.

For more information about MSXML 3.0 SP5:

<http://www.microsoft.com/downloads/details.aspx?FamilyID=4a3ad088-a893-4f0b-a932-5e024e74519f&DisplayLang=en>

Microsoft Office 2000

Microsoft Office 2000 Professional Edition is the baseline for ECSV3. ECSV3 extends Outlook 2000 and the rest of the MS-Office 2000 products.

The following files are used by ECSV3:

C:\Program Files\Microsoft Office\OFFICE10\Excel.exe
C:\Program Files\Microsoft Office\OFFICE10\msoutl.olb
C:\Program Files\Microsoft Office\OFFICE10\msacc.olb
C:\Program Files\Microsoft Office\OFFICE10\msppt.olb
C:\Program Files\Microsoft Office\OFFICE10\msword.olb
C:\Program Files\Common Files\Microsoft Shared\OFFICE10\mso.dll

Note: The path locations/names may be different on your local workstation depending on the deployment of the Office program files.

System Requirements

- Operating system: MS Windows® 2000 with Service Pack 3 (SP3), Windows XP, or later

Windows Internet Explorer 6.0

Internet Explorer 6 is the set of core web browsing technologies in Windows operating systems.

System Requirements

- Operating system: MS Windows® 98, Windows 98 Second Edition, Windows Millennium Edition (Windows Me), Windows NT® 4.0 with the high encryption version of Service Pack 6a (SP6a) and higher, Windows 2000, or Windows XP

MS Windows Installer Version 2.0

The MS Windows® Installer is an application installation and configuration service. Windows Installer manages the installation and removal of applications by applying a set of centrally defined setup rules during the installation process. These setup rules define the installation and configuration of the installed application. In addition, this service is



used to modify, repair, or remove an existing application. The Windows Installer technology consists of the Windows Installer service for the Windows operating systems and the package (.msi) file format used to hold information regarding the application setup and installations.

System Requirements

Supported Operating Systems: Windows 2000, Windows NT

Windows Installer 2.0 Redistributable for Windows NT 4.0 and 2000 supports Windows NT 4.0 with Service Pack 6 or later and Windows 2000. Windows XP contains Windows Installer 2.0 and therefore cannot be installed or upgraded by this redistributable.

For more information about Windows Installer 2.0:

<http://www.microsoft.com/downloads/details.aspx?FamilyID=4b6140f9-2d36-4977-8fa1-6f8a0f5dca8f&DisplayLang=en>

Department of Defense (DoD) Trusted Root Certificates

The (DoD) Trusted Root Certificates are used by ECSV3 to establish a Secure Sockets Layer (SSL) connection to the ARIMS ECS web service.

The latest DoD Trusted Root and the Medium Assurance Certificates can be obtained at <http://dodpki.c3pki.chamb.disa.mil/rootca.html>.

5.1.1.2 Installation Requirements.

ECSV3 requires that MS-Office 2000 with Office 2000 Service Pack 3 be installed on the client computer. Unless you have system privileges that allow you to download executable files, such as ECS, directly to your PC, you will need to be assisted by your Systems Administrator/Information Management Office. Installation can be performed by a domain or local administrator on the workstation and the ECSV3 functionality is available to anyone who uses the PC.

ECSV3 also requires that the DoD Trusted Root Certificates be installed on the user's workstation for proper functionality.

Users must be registered in ARIMS to use ECSV3. If a user is not registered in ARIMS and attempts to transfer a record to the ARIMS AEA using ECS, the email will be returned to the user with an error message.

A user's default email SMTP address in Outlook must match the ARIMS user account email address supplied during registration/update of user profile information. ARIMS uses the SMTP email address to validate users who submit electronic records using ECS. Refer to *Section 5.5.2.1 How to Modify Your User Profile* on how to update a user's email address in ARIMS.

Special Note for Systems Administrators:



ECS installs the MS SOAP Tool Kit 3.0 on the workstation so ECS can communicate to the ARIMS web service through HTTPS.

5.1.1.3 Pre-Installation Instructions - Remove All Previous Versions of ECS

IF YOU INTEND TO USE ECSV3, PLEASE REMOVE ALL PREVIOUS VERSIONS OF ECS FROM THE WORKSTATION BEFORE INSTALLING ECSV3. USING THE REMOVE OR REMOVE PROGRAMS FROM THE CONTROL PANEL MAY NOT REMOVE ALL REFERENCES TO ECS.

The following steps should be performed to remove all references to ECS.

Note: It is assumed that the person using ECS has permissions to remove software and can modify the Windows registry. If you cannot perform these functions, contact your Systems Administrator/Information Management Office for assistance.

1. Open Outlook
2. Under the Tools menu, select the Options menu, click the tab marked Other, and select the Advanced Options. Click the COM Add-Ins & button
3. Uncheck the Electronic Capture and Store Applet add-in.
4. Close Outlook.
5. Go to the Control Panel and select the Add or Remove Programs icon. Uninstall Electronic Capture and Store.
6. Go to the Start bar and click Run. At the textbox to run the command, type regedit.

Warning: If you use Registry Editor incorrectly, you may cause serious problems that may require you to reinstall your operating system. Use the Registry Editor at your own risk.

7. Open the following key in the left pane:
HKEY_LOCAL_MACHINE\SOFTWARE\Microsoft\Exchange\Client\Extensions.
8. Right mouse click on Electronic Capture and Store Applet in the right pane and select "Delete" from the menu.
9. Click "Yes" when asked if you want to delete this value.
10. Open the following key in the left pane: HKEY_CURRENT_USER\SOFTWARE\.
11. Right mouse click on Army and select "Delete" from the menu.
12. Click "Yes" when asked if you want to delete the key and subkeys.

All references to ECS should now be removed from the workstation.

If you have a question or problem removing previous versions of ECS, submit your inquiry thru the Online Help Desk located at the bottom of any page on the ARIMS website at <https://www.arims.army.mil>.

5.1.1.4 Installation Instructions

Stop your current Outlook session, and double-click on the icon to start the installation process. As the installation progresses, accept the defaults and continue to select "next" until installation is complete. Restart Outlook.



5.1.2 ECS 2003 (ECS2003) for use with MS-Office 2003

The ECS2003 extends Outlook 2003 and the rest of the MS-Office 2003 products. It is a Visual Basic COM+ that loads during startup of Outlook 2003 and executes whenever an email or other electronic record is sent to the AEA. The component communicates with the ARIMS server through a web service to retrieve both CY and FY records retention instructions from a user's current CY ORL.

When an email in Outlook is sent, the user has the option of archiving it to the AEA. If the user elects to archive an email, records retention instructions from their current CY ORL will appear in a dropdown box. NOTE: Only the T-Code (Transfer) and U-Code (Unscheduled) record instructions from an ORL will display. The user selects the appropriate instruction from the dropdown list and the email record is sent to the AEA as a blind carbon copy. If a user's office/unit does not have an ORL for the current CY, the user can still elect to archive the record but will need to assign an instruction to it at a later time, using the AEA Records Classification function in the ARIMS Records Input Processing Subsystem (RIPS) Module. Refer to the *ARIMS User's Guide* on how to index current/prior year unidentified records in the AEA.

DISCLAIMER

Please contact MS or your Network Systems Administrator if you encounter difficulty installing the MS Simple Object Access Protocol (SOAP) toolkit. ECS installs the MS SOAP Tool Kit 3.0 on the workstation so ECS can communicate to the ARIMS web service through HTTPS.

ECS2003 also modifies several Office templates to extend the menus within the Office applications. The following templates should be backed up or copied to another filename prior to installation: Word Normal.dot. If you wish to remove ECS from the workstation, copying the previous versions of these templates over the ECS-modified templates will restore the Office menus.

5.1.2.1 ECS2003 Software Dependencies

ECS2003 Software Dependencies included in the ECS2003 Installation

Outlook Redemption

Outlook Redemption works around limitations imposed by the Outlook Security Patch and Service Pack 2 of MS Office 98/2000 and Office 2002 and 2003 (which include the Security Patch) plus provides a number of functions to work with properties and functionality not exposed through the Outlook object model. Outlook Redemption is a regular COM library; once registered on the system, it is accessible to any programming language (VB, VBA, VC++, Delphi, etc). Outlook Redemption uses Extended MAPI (which is not affected by the Security Patch since it is not accessible to the scripting languages) to duplicate the functionality blocked by the Security Patch. The file required by ECS2003:

C:\windows\system32\ECS\Redemption.dll



System Requirements

Outlook Redemption supports Outlook 98, 2000, 2002 and 2003 (Outlook 97 is not supported).

For more information about Outlook Redemption:

<http://www.dimastr.com/redemption/>

Visual Basic Runtime SP6

Visual Basic Runtime SP6 is a self-extracting executable file that installs versions of the Microsoft Visual Basic run-time files required by all applications created with Visual Basic 6.0. The files include the fixes shipped with Service Pack 6 for Visual Basic 6.0. The files required by ECS2003 include:

C:\windows\system32\msvbvm60.dll
C:\Windows\system32\stdole2.tlb
C:\program files\Microsoft Visual Studio\VB98\VB6Ext.olb
C:\windows\system32\scrrun.dll

Note: The path locations/names may be different on your local workstation depending on the deployment of the Windows operation system files.

System Requirements

Supported Operating Systems: Windows 2000, Windows 2000 Advanced Server, Windows 2000 Server, Windows 2000 Service Pack 2, Windows 2000 Service Pack 3, Windows 2000 Service Pack 4, Windows 95, Windows 98, Windows 98 Second Edition, Windows ME, Windows NT, Windows Server 2003, Windows XP

For more information about Visual Basic Runtime SP6

<http://www.microsoft.com/downloads/details.aspx?FamilyId=7B9BA261-7A9C-43E7-9117-F673077FFB3C&displaylang=en>

Microsoft SOAP Toolkit

The MS SOAP toolkit provides basic web services capabilities for COM components and applications. The MS SOAP toolkit allows ECS2003 to communicate via SOAP to the ARIMS ECS web service. The ARIMS ECS web service provides registered ARIMS users access to their current CY ORL for archiving both CY and FY T-Code and U-Code electronic records using ECS2003.

System Requirements

- **Supported Operating Systems:** Windows 2000, Windows 98, Windows ME, Windows Server 2003, Windows XP
- Windows Installer version 2.0 or later is required for installation.
- The MS SOAP client objects will run on Windows 98, Windows ME, Windows NT 4.0 Service Pack 6, Windows 2000 Service Pack 1, Windows XP, and Windows 2003.



- The MS SOAP server objects will run on Windows NT 4.0 Service Pack 6, Windows 2000, Windows XP, Windows 2003 and require IIS to be installed.
- This release requires Internet Explorer 5.0 or later.
- MSXML 4.0 will be installed with the MS SOAP Toolkit.

ECS2003 Software Dependencies NOT included in the ECS2003 Installation

MSXML 3.0 SP5

MSXML parser is software that reads an XML file and makes it available via the XML Document Object Model (DOM). The DOM defines a standard set of commands that parsers should expose so one can access HTML and XML document content from programs. The files required by ECS2003 include:

C:\windows\system32\msxml3.dll

Note: The path locations/names may be different on your local workstation depending on the deployment of the Windows operation system files.

System Requirements

- Supported Operating Systems: Windows 2000, Windows 98, Windows ME, Windows NT, Windows Server 2003, Windows XP
- All applications using MSXML3 should be closed before you install this SP.

For more information about MSXML 3.0 SP5:

<http://www.microsoft.com/downloads/details.aspx?FamilyID=4a3ad088-a893-4f0b-a932-5e024e74519f&DisplayLang=en>

Microsoft Office 2003

MS Office 2003 Professional Edition is the baseline for ECS2003. ECS2003 extends Outlook 2003 and the rest of the MS-Office 2003 products.

The following files are used by ECS2003:

C:\Program Files\Microsoft Office\OFFICE11\Excel.exe

C:\Program Files\Microsoft Office\OFFICE11\msoutl.olb

C:\Program Files\Microsoft Office\OFFICE11\msacc.olb

C:\Program Files\Microsoft Office\OFFICE11\msppt.olb

C:\Program Files\Microsoft Office\OFFICE11\msword.olb

C:\Program Files\Common Files\Microsoft Shared\OFFICE11\mso.dll

Note: The path locations/names may be different on your local workstation depending on the deployment of the Office program files.

System Requirements

- Operating system: MS Windows® 2000 with Service Pack 3 (SP3), Windows XP, or later



Windows Internet Explorer 6.0

Internet Explorer 6 is the set of core Web browsing technologies in Windows operating systems.

System Requirements

- Operating system: Microsoft Windows® 98, Windows 98 Second Edition, Windows Millennium Edition (Windows Me), Windows NT® 4.0 with the high encryption version of Service Pack 6a (SP6a) and higher, Windows 2000, or Windows XP

Windows Installer Version 2.0

The MS Windows® Installer is an application installation and configuration service. Windows Installer manages the installation and removal of applications by applying a set of centrally defined setup rules during the installation process. These setup rules define the installation and configuration of the installed application. In addition, this service is used to modify, repair, or remove an existing application. The Windows Installer technology consists of the Windows Installer service for the Windows operating systems and the package (.msi) file format used to hold information regarding the application setup and installations.

System Requirements

Supported Operating Systems: Windows 2000, Windows NT
Windows Installer 2.0 Redistributable for Windows NT 4.0 and 2000 supports Windows NT 4.0 with Service Pack 6 or later and Windows 2000. Windows XP contains Windows Installer 2.0 and therefore cannot be installed or upgraded by this redistributable.

For more information about Windows Installer 2.0:

<http://www.microsoft.com/downloads/details.aspx?FamilyID=4b6140f9-2d36-4977-8fa1-6f8a0f5dca8f&DisplayLang=en>

Department of Defense (DoD) Trusted Root Certificates

The DoD Trusted Root Certificates are used by ECS2003 to establish a Secure Sockets Layer (SSL) connection to the ARIMS ECS web service.

The latest DoD Trusted Root and the Medium Assurance Certificates can be obtained at <http://dodpki.c3pki.chamb.disa.mil/rootca.html>.

5.1.2.2 Installation Requirements

ECS2003 requires that MS-Office 2003 with Office 2003 be installed on the client computer. Unless you have system privileges that allow you to download executable files, such as ECS, directly to your PC, you will need to be assisted by your Systems Administrator/Information Management Office. Installation can be performed by a domain or local administrator on the workstation and the ECS2003 functionality is available to anyone who uses the PC.



ECS2003 also requires that the DoD Trusted Root Certificates be installed on the user's workstation for proper functionality.

Users must be registered in ARIMS to use ECS2003. If a user is not registered in ARIMS and attempts to transfer a record to the ARIMS AEA using ECS, the email will be returned to the user with an error message.

A user's default email SMTP address in Outlook must match the ARIMS user account email address supplied during registration/update of user profile information. ARIMS uses the SMTP email address to validate users who submit electronic records using ECS. Refer to *Section 5.5.2.1 How to Modify Your User Profile* on how to update a user's email address in ARIMS.

Special Note for System Administrators.

ECS 2003 installs the SOAP Tool Kit 3.0 on the workstation so ECS can communicate to the ARIMS web service through HTTPS.

5.1.2.3 Pre-Installation Instructions - Remove All Previous Versions of ECS

IF YOU INTEND TO USE ECS2003, PLEASE REMOVE ALL PREVIOUS VERSIONS OF ECS FROM THE WORKSTATION BEFORE INSTALLING ECS2003. USING THE REMOVE OR REMOVE PROGRAMS FROM THE CONTROL PANEL MAY NOT REMOVE ALL REFERENCES TO ECS.

The following steps should be performed to remove all references to **ECS Version 1:**

Note: It is assumed that the person using ECS has permissions to remove software and can modify the Windows registry. If you cannot perform these functions, contact your Systems Administrator/Information Management Office for assistance.

1. Open Outlook
2. Under the Tools menu, select the Options menu, click the tab marked Other, and select the Advanced Options. Click the COM Add-Ins & button
3. Uncheck the Electronic Capture and Store Applet add-in.
4. Close Outlook.
5. Go to the Control Panel and select the Add or Remove Programs icon. Uninstall Electronic Capture and Store.
6. Go to the Start bar and click Run. At the textbox to run the command, type regedit .

Warning: If you use Registry Editor incorrectly, you may cause serious problems that may require you to reinstall your operating system. Use the Registry Editor at your own risk.

7. Open the following key in the left pane:
HKEY_LOCAL_MACHINE\SOFTWARE\Microsoft\Exchange\Client\Extensions.
8. Right mouse click on the Electronic Capture and Store Applet in the right pane and select "Delete" from the menu.
9. Click "Yes" when asked if you want to delete this value.



10. Open the following key in the left pane:
HKEY_CURRENT_USER\SOFTWARE\.
11. Right mouse click on Army and select "Delete" from the menu.
12. Click "Yes" when asked if you want to delete the key and subkeys.

The following steps should be performed to remove all references to **ECS Version 3 (ECSV3)**:

1. Close any open Office applications. For example, MS Word, MS Outlook, etc.
2. From the start menu, select Start-> Settings-> Control Panel.
3. From the Control Panel, select the Add/or Remove Programs options.
4. From the list of available programs, select the ECS program, then select the remove button.
5. After the application is completely removed, reboot the computer.

All references to ECS should now be removed from the workstation.

If you have a question or problem removing previous versions of ECS, submit your inquiry thru the Online Help Desk located at the bottom of any page on the ARIMS website at <https://www.arims.army.mil>.

5.1.2.4 Installation Instructions

Stop your current Outlook session, and double-click on the icon to start the installation process. As the installation progresses, accept the defaults and continue to select "next" until installation is complete. Restart Outlook.

5.1.3 How to Submit a Record using ECS Version 3 or ECS 2003 to the AEA

5.1.3.1 Using Outlook

1. After you have completed your email, click the "Send" button.
2. ECS presents a message box as seen in Figure 31. By default, the "Do Not Archive" button is active. Clicking on "Do Not Archive" allows your email to be sent without sending a blind carbon copy to the AEA.

NOTE: In the next version of ECS, the popup message box will not automatically display when clicking on Send. Users will activate the popup message box by clicking on a checkbox and then proceeding with Step 3.

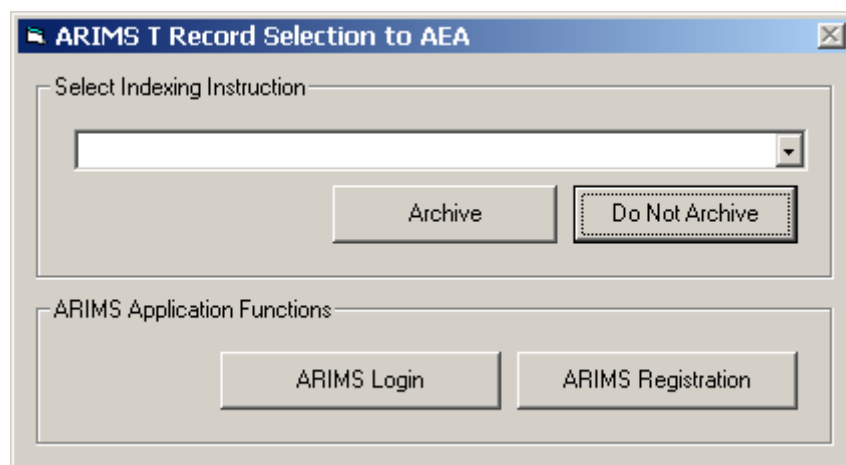


Figure 31. ECS - RRS-A Record Retention Instruction Screen

3. If an email message or message attachment is a long-term or permanent (T-Code) record, or is a currently unscheduled (U-Code) record that needs to be archived, click on the dropdown list and select the RRS-A record retention instruction that applies to the email record as seen in Figure 32. Based on the information in your ARIMS user profile, ARIMS captures information about you and your office/unit and routes the email and any attachments to the AEA for indexing and secure storage.

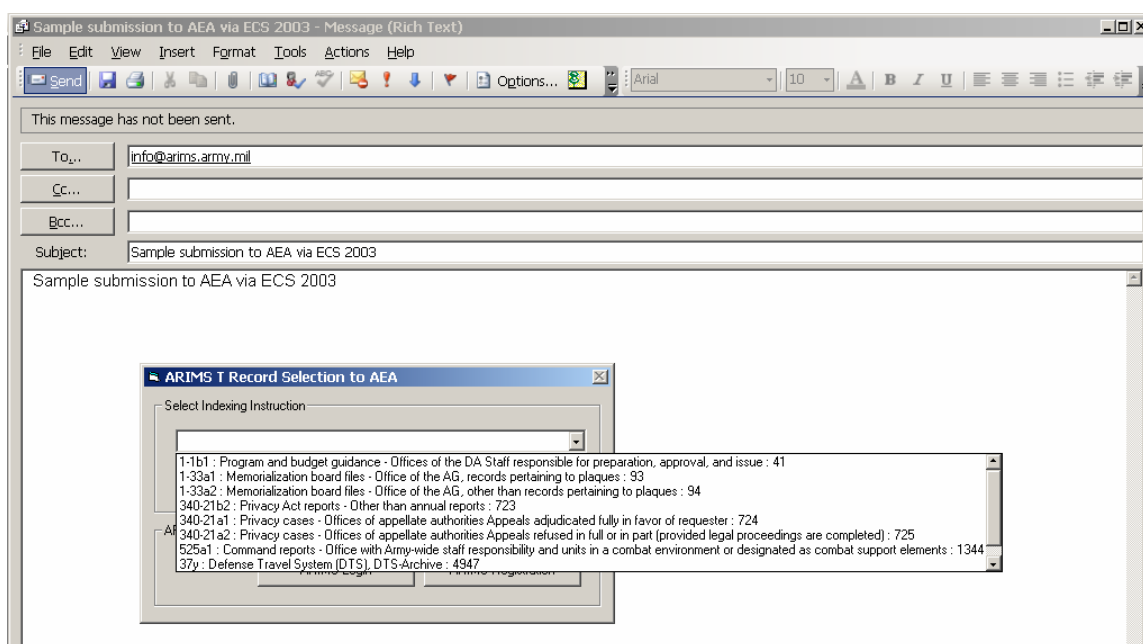


Figure 32. ECS - RRS-A Instruction Screen Example

5.1.3.2 Microsoft Word, Excel, Access, or PowerPoint

1. After you have finished working with your document, name and save your document as you normally would, then click on the “File” menu item.



2. If the document is a record to be sent to the AEA, click the option to "Send To Army Electronic Archive" and proceed to name and save your document as you normally would.

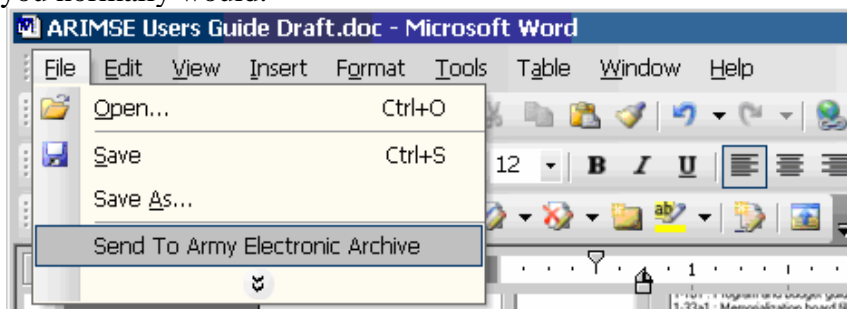


Figure 33. Word, Excel Access, or PowerPoint ECS – Send to Army Electronic Archive

3. ECS presents a popup message box as seen in Figure 34. By default, the "Do Not Archive" button is active. Clicking on "Do Not Archive" returns you to the normal application screen.

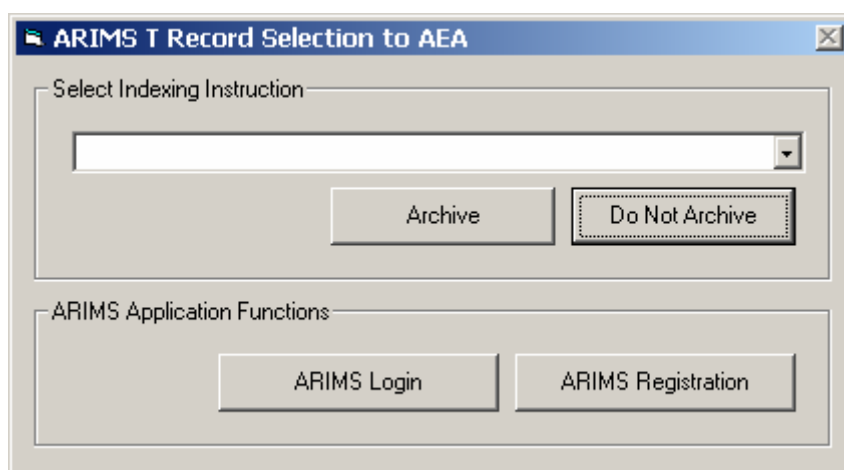


Figure 34. Word, Excel Access, or PowerPoint ECS - RRS-A Instruction Screen

4. If the electronic record is a long-term or permanent (T-Code) record, or is a currently unscheduled (U-Code) record that needs to be archived, click on the dropdown list and select the RRS-A record retention instruction that applies to the e-record as seen in Figure 35. Based on the information in your ARIMS user profile, ARIMS captures information about you and your office/unit and routes your e-record and any attachments to the AEA for indexing and secure storage.

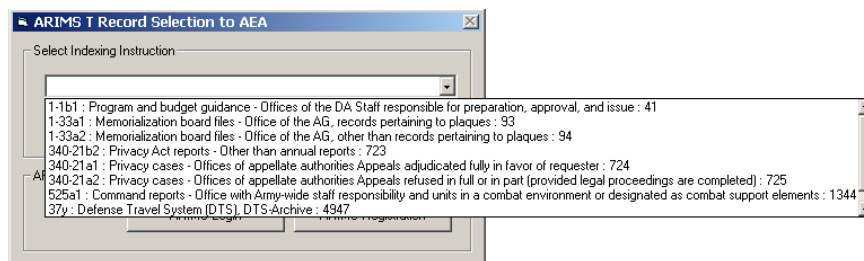


Figure 35. Word, Excel Access, or PowerPoint ECS - RRS-A Instruction Screen Example

5.1.4 Troubleshooting ECS

The ECS issue most encountered by users is that the ECS dropdown menu does not display as illustrated in Figure 32 and Figure 35. In most instances, the user is only given a “Yes/No” option to submit a record to the AEA as seen in Figure 36. This is caused when ECS, for whatever reason, cannot retrieve an ORL for the user from ARIMS. Registered ARIMS users can still transfer records to the AEA, however the records will not have RRS-A record retention instructions associated with them and they will need to be assigned at a later time using the AEA Records Classification function in the ARIMS Records Input Processing Subsystem (RIPS) Module. Refer to the ARIMS User's Guide on how index current/prior year unidentified records in the AEA.

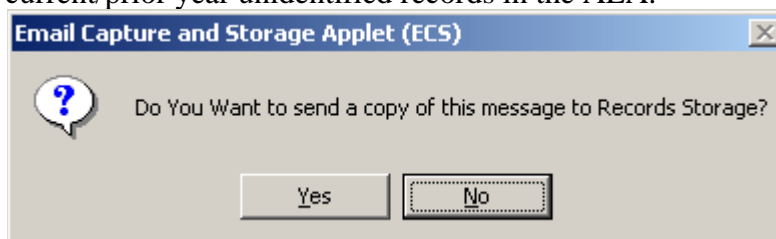


Figure 36. Troubleshooting ECS – Yes/No Screen

This screen shown in Figure 36 will appear to the end user if:

- ECS cannot associate the user with an ORL. This symptom is most often caused by a user whose Office Symbol does not have an existing ORL for the current CY.
- ECS cannot communicate with ARIMS using SOAP. This symptom may be caused by a variety of reasons including the MS SOAP toolkit not installing properly, outdated DoD Root Certificates, a network communications failure, etc.

5.1.4.1 Troubleshooting ORL issues in ECS

The issue of not having an ORL associated with a user who is attempting to use ECS is the easiest to fix and should be the first step in troubleshooting an ECS issue. This can be resolved by logging onto ARIMS and creating an ORL as documented in the *Section 5.2.2 Create ORL*.



5.1.4.2 Troubleshooting SOAP issues in ECS

The SOAP ECS issue is often associated with the workstation not possessing the latest DoD Root Certificates and/or the MS SOAP Toolkit failed to install properly.

5.1.4.2.1 Check for the Latest DoD Root Certificate

The first step in resolving the DoD Root Certificates issue is to open Internet Explorer on the workstation and typing <https://www.arims.army.mil> in the address bar shown in Figure 37

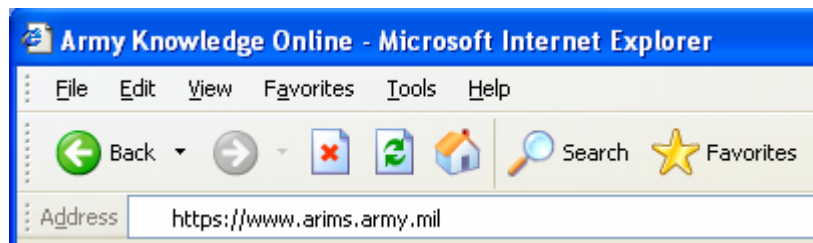


Figure 37. Troubleshooting ECS – Testing DoD Root Certificate

If the warning appears, as shown in Figure 38, the workstation does not have the latest DoD Root Certificates installed.

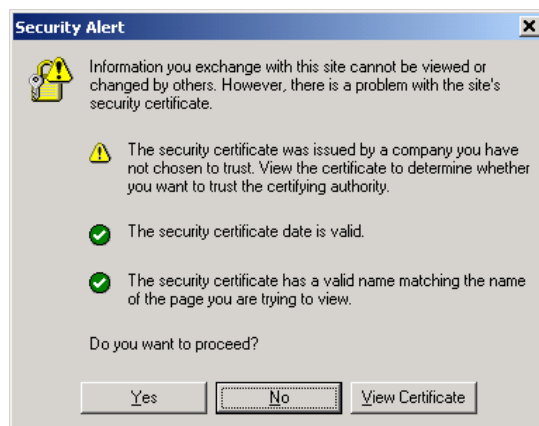


Figure 38. Troubleshooting ECS – Certificate Warning

The latest DoD Trusted Root and the Medium Assurance Certificates can be obtained at <http://dodpki.c3pki.chamb.disa.mil/rootca.html>.

5.1.4.2.2 Removing and Reinstall SOAP Toolkit

If the ECS symptom still exists after following the steps above, the next troubleshooting option is to uninstall ECS, following the instructions listed in Sections 5.1.1.3 and 5.1.2.3. Once ECS has been removed from the system, remove the MS SOAP Toolkit from the workstation.

The following steps should be performed to remove all references to the **MS SOAP Toolkit**:



1. Close any open Office applications. For example, MS Word, MS Outlook, etc.
2. From the Start menu, select Start-> Settings-> Control Panel.
3. From the Control Panel, select the Add/or Remove Programs options.
4. From the list of available programs, select the MS SOAP Toolkit program, then select the Remove button.
5. After the application is completely removed, reboot the computer.

Once the computer/workstation is rebooted, download the MS SOAP Toolkit from Microsoft's download site. The following hyperlink should display the SOAP Toolkit download page: <http://www.microsoft.com/downloads/details.aspx?FamilyID=c943c0dd-ceec-4088-9753-86f052ec8450&DisplayLang=en>. When prompted, chose the "Save" button to save the file (soapsdk.exe) to the workstation's hard drive. After the SOAP Toolkit executable is downloaded to the workstation, double-click on the soapsdk.exe file to install the SOAP toolkit on the workstation.

After the SOAP toolkit has been installed, re-install the appropriate version of ECS following the instructions in Section 5.1.1.4 for ECSV3 or Section 5.1.2.4 for ECS2003.

If these methods do not resolve your ECS issue, please submit a trouble ticket thru the Online Help Desk located at the bottom of any page on the ARIMS website <https://www.arims.army.mil>.

5.2 RM-Assist

The RM-Assist module is comprised of two major components, the RRS-A and the ORL.

Records Retention Schedule–Army (RRS-A). The RRS-A allows all users to search the Army's Records Retention Schedule. The RRS-A reflects all National Archives and Records Administration (NARA) approved dispositions for Army records.

Office Records List (ORL). The ORL sub-module allows for an ORL (file plan) to be created for an office/unit. The ORL is tracked at the office symbol level. This process is accomplished by linking items from the RRS-A to the Office Symbol as a basis for the types of records that an office/unit will generate.

Figure 39 shows the introduction page to the RM-Assist.

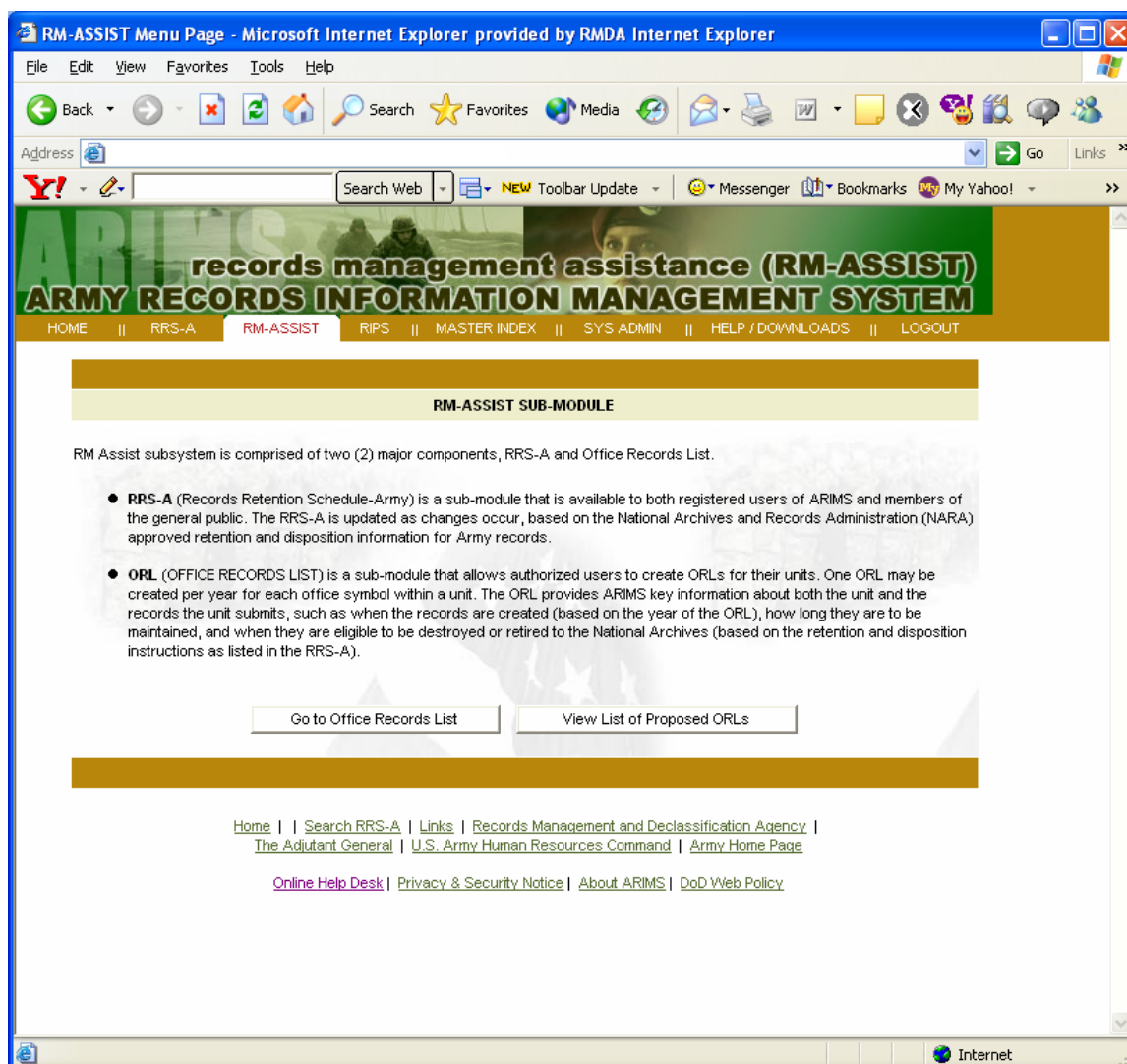


Figure 39. RM Assist Introduction

The RRS-A component is available to both registered users of ARIMS and members of the general public. The RRS-A allows all users to search the Army's Record Retention Schedule as documented in Section 4.3 Records Retention Schedule-Army. Additional functionality is available to selected RMDA personnel which allows them to update the RRS-A as changes occur, based on the National Archives and Records Administration (NARA) approved retention and disposition information for Army records.

5.2.1 Office Records List (ORL) Sub-Module

The ORL is a sub-module that allows for the creation of office/unit ORLs. The use of an ORL is part of a unit's standard recordkeeping procedures and can greatly reduce the amount of effort required to service and maintain official records. The ORL provides ARIMS key information about the types of records being created for a particular office symbol, such as when they were created (based on the year of the ORL), how long the



records are to be maintained(based on the RRS-A), and when they are to be destroyed or retired to the National Archives.

When an ORL is created, it must be approved by the servicing records management officer/official before it can be used. Once an office/unit has an approved ORL, a set of barcode labels may be generated for the hardcopy records. These barcode labels are to be placed on record folders and boxes for transfer or collection by records officials.

To enter the ORL sub-module, log in to ARIMS, click on the RM-ASSIST tab, and then click on the “Go to Office Records List” button as shown in Figure 39.



Figure 40. RM-Assist - ORL Sub-Module

The next screen that appears lists all existing ORLs available to the user based on his/her ARIMS role. Figure 41 shows a typical view of a records manager's ORL list. Users cannot change information beyond the defined organizational hierarchy defined in ARIMS. This user is a records manager for FORSCOM and can only access units, ORLs



and records for the units he/she services. For an action officer, this screen would allow viewing of ORLs within their unit of official assignment.

Office Record List (ORL) SUB-MODULE

Office Record List (ORL) is a subsystem which allows both the authorized user from the unit and the RHA Records Manager the ability to create Office Record Lists (ORL) for units. The ORL will be tracked at the Office Symbol level; This process is accomplished by linking items from the Army Retention Schedules to the Office Symbol as a basis for the types of records that a unit will generate.

If the ORL is created by the Unit user, the RHA Records Manager may approve the ORL before the unit can use the list. Once the unit has created an ORL, a set of barcode labels can be generated for the unit's use. These barcode labels are to be placed on folders/boxes in the unit's filing area for future records collection by records managers.

MACOM

UNIT

OFFICE SYMBOL

(1) To Create an ORL ? *Select the ORL name*

(2) To Update/View an ORL ? *Select the ORL name*

[\[VIEW ACTIVE ORLs\]](#)

Name	Year	Approved	Active
2101 - ORL TestJB	2101	Draft	Yes
2101 - ORL TestJB	2102	Draft	Pending
JB ORL Template Test	2007	Draft	Yes
JB ORL Test2	2017	Proposed	Yes
Sample ORL Test	2004	Approved	Yes
Test	2016	Draft	Yes
Test 4.31	2005	Draft	Yes

Figure 41. RM-Assist - ORL Introduction Page

5.2.2 Create ORL

5.2.2.1 How to create a new ORL:

Only one ORL may be created per office symbol, per year.

There are two ways to create a new ORL. You may create one from “scratch,” meaning you will select each individual record instruction from the RRS-A to add to your ORL, or you may use the Template Library function. See Section 5.1.3.



To create a new ORL from scratch:

1. Click on the correct MACOM, UNIT, and Office Symbol (whichever are selectable, depending on your access level) by using the dropdown menus.
2. Type in the ORL Name and ORL Year, similar to that shown in Figure 42.
NOTE: It is highly recommended that the ORL Name reflect the mission of the organization for which the ORL is being created. Keep in mind that others in your office/unit will be using the same ORL.
3. Click the “Create ORL” button to create an ORL.

The newly created ORL is “empty” and must have record instructions added to it. To add record instructions from the RRS-A to your ORL, go to Section 5.1.4 “Updating the ORL” for details.



Office Record List - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Reload Home Search Favorites Media Print Mail News RSS Feeds

Address Go Links »

My Search Google WeatherBug 47°

ARIMS records management assistance (RM-ASSIST) ARMY RECORDS INFORMATION MANAGEMENT SYSTEM

HOME || RRS-A RM-ASSIST RIPS || MASTER INDEX || SYS ADMIN || HELP / DOWNLOADS || LOGOUT

OFFICE RECORD LIST (ORL) SUB-MODULE

Office Record List (ORL) is a subsystem which allows both the authorized user from the unit and the RHA Records Manager the ability to create Office Record Lists (ORL) for units. The ORL will be tracked at the Office Symbol level; This process is accomplished by linking items from the Army Retention Schedules to the Office Symbol as a basis for the types of records that a unit will generate.

If the ORL is created by the Unit user, the RHA Records Manager may approve the ORL before the unit can use the list. Once the unit has created an ORL, a set of barcode labels can be generated for the unit's use. These barcode labels are to be placed on folders/boxes in the unit's filing area for future records collection by records managers.

MACOM

UNIT

OFFICE SYMBOL

(1) To Create an ORL ? *Select the Create ORL button and enter name*
(2) To Update/View an ORL ? *Select the ORL Name*

CREATE NEW ORL

ORL name [Create ORL from the Template Library](#)

ORL Year

[VIEW ACTIVE ORLs](#)

Name	Year	Approved	Active
2101 - ORL Test JB	2101	Draft	Yes
JB ORL Template Test	2007	Draft	Yes
JB ORL Test2	2017	Proposed	Yes
Test	2016	Draft	Yes
Test ORL 5	2004	Draft	Yes

Done Internet

Figure 42. RM Assist - Create New ORL

5.2.2.2 ORL Template Library

The ORL Template Library allows users to create a new ORL and quickly add a group of pre-defined record instructions from the RRS-A to it.

The Library is based on prescribing directives (e.g., Army regulations and PAMs, DoD instructions, etc). Selecting one or more of the prescribing directives will add all the



RRS-A record instructions related to the directive to your ORL. From there, you can update your ORL to add or delete record instructions so that it only lists the instructions you need.

5.2.2.2.1 Create an ORL from the Template Library.

Step-by-Step Help Guide

1. Select the correct MACOM, UNIT, and Office Symbol (whichever are selectable, depending on your access level) by using the dropdown menus.
 2. Click on the "Create ORL from the Template Library."
 3. Type in the ORL Name and ORL Year, similar to that shown in Figure 35.
- NOTE: It is highly recommended that the ORL Name reflect the mission of the organization for which the ORL is being created. Keep in mind that others in your unit will be using the same ORL.

OFFICE RECORDS LIST (ORL) SUB-MODULE

The ORL sub-module allows authorized users to CREATE ORLs for their units. One ORL may be created per year for each office symbol within a unit. The ORL provides ARIMS key information about both the unit and the records the unit submits, such as when the records are created (based on year of the ORL), how long they are to be maintained, and when they are eligible to be destroyed or retired to the National Archives (based on the retention and disposition instructions as listed in the RRS-A).

All newly created ORLs, or changes to an existing ORL, must be approved by the unit's servicing Records Manager before it can be used. Once the unit has an approved ORL, a set of barcode labels can be generated for hardcopy records. These barcode labels are to be placed on record folders and boxes for transfer or for collection by records management officials.

MACOM HQDA
UNIT RMDA - (V6ED36)
OFFICE SYMBOL SASU

(1) To Create a new ORL? *Select the Create button and enter an ORL name, or use the Create ORL from the Template Library option.*
(2) For all other functions? *First click on the ORL Name to select it, then click any of the other available buttons*

CREATE NEW ORL

ORL name [Create ORL from the Template Library](#)
ORL Year

Name	Year	Approved
TRIAL RUN	2003	Approved
test	2008	Approved
01/06/2005 ORI For Marjorie	2025	Draft



Figure 43. RM Assist - Create ORL from Template Library

4. Select one or more templates by clicking on the check boxes desired as seen in Figure 44.

The screenshot shows the ARIMS web application interface. At the top, there's a navigation bar with links: HOME, RRS-A, RM-ASSIST, RIPS, MASTER INDEX, SYS ADMIN, HELP/DOWNLOAD, and LOGOUT. Below this is a sub-module header: RM-ASSIST SUB-MODULE - CREATE NEW OFFICE RECORD LIST. The main form is titled 'CREATE NEW OFFICE RECORD LIST' and contains several input fields: Unit Name (0017 AR SQ 03 TRP C), Office Symbol (Classic ASP), ORL Year (2004), and ORL Name. There are buttons for 'Create From Template' and 'Return to RM-ASSIST'. Below the form is a section titled 'SELECT FROM THE LIST OF ORL TEMPLATES IN ARIMS.' showing 810 records found. A table lists various Prescribing Directives with checkboxes and counts of instructions.

	Prescribing Directives	Count of Instructions
<input type="checkbox"/>	1	2
<input checked="" type="checkbox"/>	1-1	58
<input type="checkbox"/>	1-1-23	2
<input checked="" type="checkbox"/>	1-100	3
<input checked="" type="checkbox"/>	1-20	13
<input type="checkbox"/>	1-201	8
<input type="checkbox"/>	1-21	4
<input type="checkbox"/>	1-211	3
<input type="checkbox"/>	1-23	3

Figure 44. RM-Assist - Create ORL from Template Library - Select Prescribing Directive(s)

5. To access the publication of a particular Prescribing Directive, click on the individual Prescribing Directive link. This will take you to the U.S. Army Publishing Directorate website. These publications, as seen in Figure 45, may be viewed or downloaded in the electronic formats provided.



Series Collection Search Results (Publications)

The Documents Available Under the Series 1

23 Records found.

PUB NO.	ISSUE DATE	TITLE	XML	BOO	PDF
AR 1-1	1/30/1994	PLANNING, PROGRAMMING, BUDGETING, AND EXECUTION SYSTEM	XML	BOO	PDF
AR 1-3	4/15/1980	HOURS OF WORK, TOURS OF DUTY, AND WEEKEND AND HOLIDAY STAFFING	XML	BOO	PDF
AR 1-9	1/19/1999	WHITE HOUSE LIAISON, COMMUNICATIONS, AND INSPECTIONS	XML	BOO	PDF
AR 1-13	3/15/1985	RELEASE OF PERSONNEL	XML	BOO	PDF
AR 1-15	9/20/2004	CIVILIAN AIDES TO THE SECRETARY OF THE ARMY	XML		PDF
AR 1-20	1/20/2004	LEGISLATIVE LIAISON	XML		PDF
AR 1-21	1/18/1971	ADMINISTRATIVE SPACE MANAGEMENT	XML	BOO	PDF
AR 1-33	1/15/1981	MEMORIAL PROGRAMS	XML	BOO	PDF
AR 1-39	6/11/1985	DEFENSE SUPPLY SERVICE-WASHINGTON	XML	BOO	PDF
AR 1-75	3/27/2000	ADMINISTRATIVE AND LOGISTICAL SUPPORT OF OVERSEAS SECURITY ASSISTANCE ORGANIZATIONS (SAOs)	XML	BOO	PDF
AR 1-100	11/15/1983	GIFTS AND DONATIONS	XML	BOO	PDF
AR 1-101	5/1/1981	GIFTS FOR DISTRIBUTION TO INDIVIDUALS	XML	BOO	PDF
AR 1-201	1/12/2004	ARMY INSPECTION POLICY	XML		PDF
AR 1-202	5/26/2000	ARMY CONGRESSIONAL FELLOWSHIP PROGRAM	XML	BOO	PDF
AR 1-211	12/1/1983	ATTENDANCE OF MILITARY AND CIVILIAN PERSONNEL AT PRIVATE ORGANIZATION MEETINGS	XML	BOO	PDF
HQDA LTR 1-01-1	6/27/2001	FORCE HEALTH PROTECTION (FHP): OCCUPATIONAL AND ENVIRONMENTAL HEALTH (OEHTHREATS			PDF
HQDA LTR 1-03-1	7/28/2003	FORCE HEALTH PROTECTION (FHP): OCCUPATIONAL AND ENVIRONMENTAL HEALTH (OEHTHREATS			PDF
DA MEMO 1-1	11/5/1991	BRIEFING THE SECRETARY OF THE ARMY, UNDER SECRETARY OF THE ARMY, CHIEF OF STAFF, AND DIRECTOR OF THE ARMY STAFF			PDF
DA MEMO 1-11	4/15/1998	HQDA STAFF OFFICER TRAINING PROGRAM			PDF
DA MEMO 1-15	4/15/1998	ANNUAL HOLIDAY AND COMMEMORATIVE EVENTS GREETINGS			PDF

Figure 45. RM-Assist - Create ORL from Template Library - Link to USAPD Prescribing Directives

6. After selecting all desired templates, click on “Create from Template” (Figure 46). This automatically populates the ORL with all record instructions from the selected templates.



The screenshot shows the ARIMS web application interface. At the top, there is a navigation bar with links: HOME, RRS-A, RM-ASSIST (selected), RIPS, MASTER INDEX, SYS ADMIN, HELP/DOWNLOAD, and LOGOUT. Below this is a sub-module header: RM-ASSIST SUB-MODULE - CREATE NEW OFFICE RECORD LIST. The main content area contains a form titled 'CREATE NEW OFFICE RECORD LIST' with the following fields: Unit Name (0017 AR SQ 03 TRP C), Office Symbol (Classic ASP), ORL Year (2005), and ORL Name (2005 - Housekeeping). There are two buttons: 'Create From Template' and 'Return to RM-ASSIST'. Below the form, there is a section titled 'SELECT FROM THE LIST OF ORL TEMPLATES IN ARIMS.' showing 810 Record(s) found. A table lists the templates with columns for 'Prescribing Directives' and 'Count of Instructions'.

	Prescribing Directives	Count of Instructions
<input type="checkbox"/>	1	2
<input checked="" type="checkbox"/>	1-1	58

Figure 46. RM-Assist - Create ORL from Template Library Finish

7. To add or delete instructions from the ORL, you will use the Update ORL option. See Section Updating the ORL.

On-line step-by-step instructions are available to assist you in creating an ORL using the Template Library by clicking on the” [Click Here for Orl Template Instructions](#)” link button.



ORLIntro - Microsoft Internet Explorer provided by RMDA Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Messenger Bookmarks

Address Search Web NEW Toolbar Update Messenger Bookmarks

ARIMS records management assistance (RM-ASSIST)
ARMY RECORDS INFORMATION MANAGEMENT SYSTEM

HOME RRS-A RM-ASSIST RIPS MASTER INDEX SYS ADMIN HELP/DOWNLOADS LOGOUT

RM-ASSIST SUB-MODULE - CREATE NEW OFFICE RECORDS LIST

CREATE NEW OFFICE RECORDS LIST

* Denotes required fields.

Unit Name: RMDA [Click Here for Orl Template Instructions](#)

Office Symbol:* SASU

ORL Year:* 2005

ORL Name:*

Create From Template Return to RM-ASSIST

SELECT FROM THE LIST OF ORL TEMPLATES IN ARIMS.

545 item(s) found. First Page | Previous Page | [Next Page](#) | [Last Page](#) | Page: 1 of 22

	<u>Prescribing Directive Number</u>	<u>Number of RRS-A Record Instructions Related to Directive</u>
<input type="checkbox"/>	1	1
<input type="checkbox"/>	1-1	43
<input type="checkbox"/>	1-1-23	2
<input type="checkbox"/>	1-100	2
<input type="checkbox"/>	1-20	12
<input type="checkbox"/>	1-201	7
<input type="checkbox"/>	1-21	2
<input type="checkbox"/>	1-211	3
<input type="checkbox"/>	1-33	4
<input type="checkbox"/>	10	1

Figure 47. RM-Assist - Create New ORL from Template Library



The newly created ORL is automatically saved as a draft, allowing instructions to be

Note: You can only create one ORL per office symbol in a given year. ORLs are active for one year and need to be re-approved each year. This is by design to compute the records' retention period and calculating record milestones (destruction, transfer, retire to NARA, etc.) during its lifecycle.

After the one-year period, you will be notified that your ORL has expired. You will have the ability to "re-new" your expired ORL and add or delete instructions to this version ORL. Once you save or submit your ORL, it is available for use within the unit or organization.

added or deleted freely. Once an ORL is populated with selected instructions, either during the same session or at a later time, it is sent for approval by selecting the name of the ORL and then clicking on the "Submit for Approval" button as seen in Figure 48. RM-Assist - Draft Status- until "Submit for Approval" button selected below. An alert will be sent to your servicing records management officer that a proposed ORL is pending his/her review and approval and the status column will change from reading "Draft" to "Proposed" until such time as it is approved.

The ORL sub-module allows authorized users to CREATE ORLs for their units. One ORL may be created per year for each office symbol within a unit. The ORL provides ARIMS key information about both the unit and the records the unit submits, such as when the records are created (based on year of the ORL), how long they are to be maintained, and when they are eligible to be destroyed or retired to the National Archives (based on the retention and disposition instructions as listed in the RRS-A).

All newly created ORLs, or changes to an existing ORL, must be approved by the unit's servicing Records Manager before it can be used. Once the unit has an approved ORL, a set of barcode labels can be generated for hardcopy records. These barcode labels are to be placed on record folders and boxes for transfer or for collection by records management officials.

MACOM

UNIT

OFFICE SYMBOL

(1) To Create a new ORL ? Select the **Create** button and enter an ORL name, or use the **Create ORL from the Template Library** option.
(2) For all other functions ? First click on the ORL Name to select it, then click any of the other available buttons

Name	Year	Approved
RMDA ATB 2005	2005	Approved
TEST2	2007	Draft
RMDA ATB 2003	2003	Approved
RMDA ATB 2004	2004	Approved
TEST >>	2006	Draft

*** Please use the COPY button to save an existing as a new one.**



Figure 48. RM-Assist - Draft Status- until “Submit for Approval” button selected

5.2.3 Viewing Your ORL

Other functions are available to you once you have created your ORL. To activate these functions, you must first click on the ORL name to select it. When an ORL has been selected, two brackets “>>” will display next to the name.

After selecting an ORL, you may view, update or print it.

To view an ORL:

Click on the name of the ORL you wish to view as seen in Figure 49. RM-Assist - Viewing Your ORL - Select ORL

1. . The selected ORL will be highlighted and two brackets “>>” will display at the end of the name.

MACOM: FORSCOM
UNIT: 0017 AR SQ 03 TRP C
OFFICE SYMBOL: Classic ASP

(1) To Create an ORL ? *Select the Create ORL button and enter name*
(2) To Update/View an ORL ? *Select the ORL Name*

[VIEW ACTIVE ORLs](#)

Name	Year	Approved	Active
2101 - ORL TestJB>>	2101	Draft	Yes

Figure 49. RM-Assist - Viewing Your ORL - Select ORL

2. Click the “View” button at the bottom of the page.
3. Your ORL will display as seen Figure 50 below.

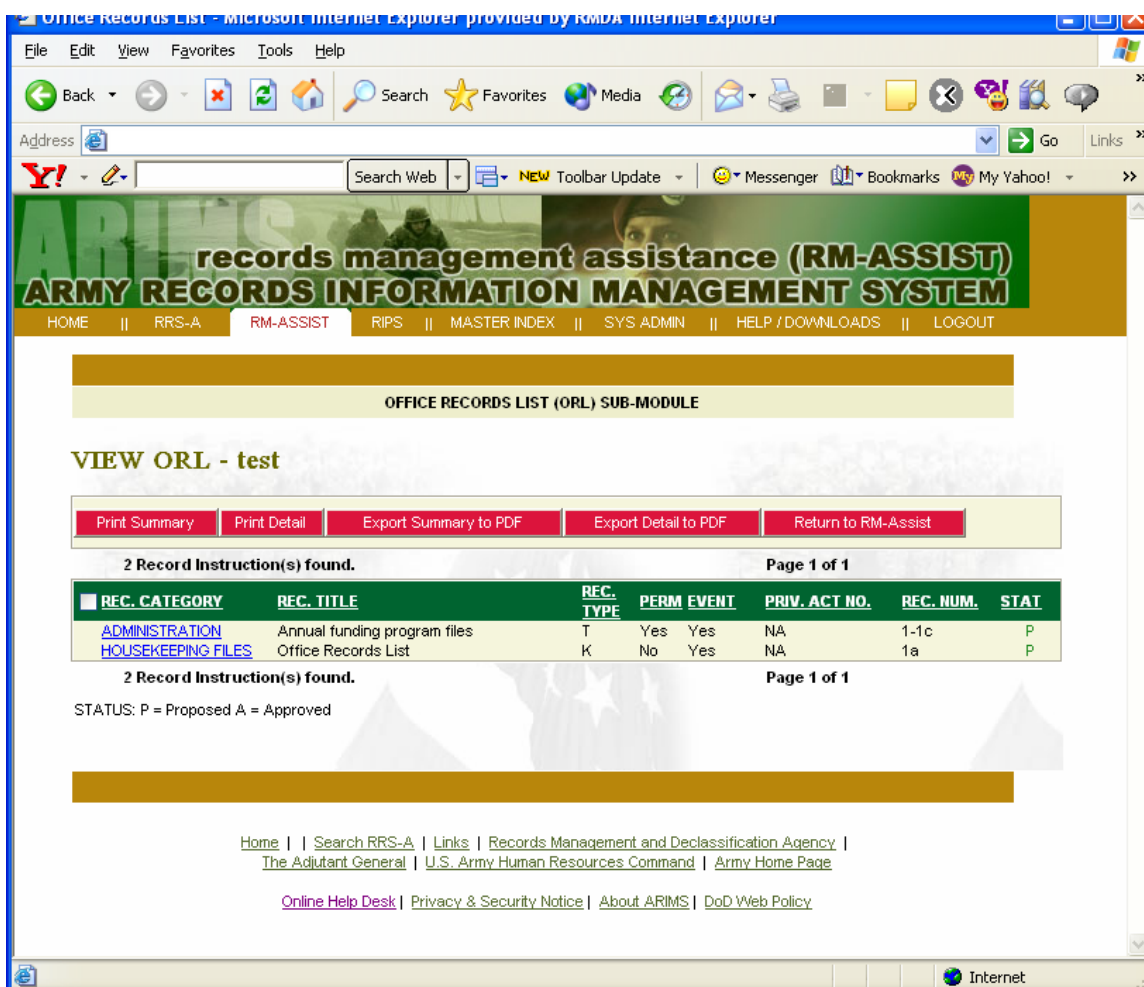


Figure 50. RM-Assist – View ORL

The ORL list displays record instructions that currently exist in your ORL, and includes relevant details on each instruction. The “STAT” column in Figure 50 displays the Status of the instruction. In Figure 50, the “P” means the instruction in the ORL is in a proposed status. An “A” in this column means that the record instruction has been approved by the records manager.

You can delete record instructions in a “Proposed” status if they are not needed in the ORL. Approved instructions cannot be deleted from an ORL. To remove an Approved instruction, you must send in an ARIMS Online Help Desk request asking that the instruction be removed.

To display more details about a particular record instruction, click on the blue hyperlink of the record category title. The display is the same record instruction detail page described in the RRS-A. From this detail view, you may return to your ORL list or you can scroll through the selected ORL instructions by using the “Next” and “Previous” links at the top right and bottom right of the page. If you click on the “New Search,” you



are taken to the main RRS-A search page. From there you can search the RRS-A to locate a new record instruction to add to your ORL.

You may also print the detail of the record instruction by clicking the blue “Print” link at the top of the page.

5.2.4 Updating the ORL

Use the Update ORL function to add records to a new ORL (created from “scratch” or by using the Template Library), or to modify an existing ORL.

The process used to Update an ORL is similar to shopping on the Internet. Record instructions are selected from the RRS-A and are temporarily placed in a “shopping cart.” When finished selecting, the shopping cart is reviewed to make sure all the record instructions wanted are listed. When everything is correct, you “checkout” the cart, and then “add” the instructions to the ORL.

To update an ORL:

1. Click the name of the ORL you wish to Update as seen in Figure 51. The selected ORL will be highlighted and two brackets “>>” are displayed at the end of the name.



The ORL sub-module allows authorized users to CREATE ORLs for their units. One ORL may be created per year for each office symbol within a unit. The ORL provides ARIMS key information about both the unit and the records the unit submits, such as when the records are created (based on year of the ORL), how long they are to be maintained, and when they are eligible to be destroyed or retired to the National Archives (based on the retention and disposition instructions as listed in the RRS-A).

All newly created ORLs, or changes to an existing ORL, must be approved by the unit's servicing Records Manager before it can be used. Once the unit has an approved ORL, a set of barcode labels can be generated for hardcopy records. These barcode labels are to be placed on record folders and boxes for transfer or for collection by records management officials.

MACOM

UNIT

OFFICE SYMBOL

- (1) To Create a new ORL ? *Select the Create button and enter an ORL name, or use the Create ORL from the Template Library option.*
(2) For all other functions ? *First click on the ORL Name to select it, then click any of the other available buttons*

Name	Year	Approved
RMDA ATB 2005	2005	Approved
TEST2	2007	Draft
RMDA ATB 2003	2003	Approved
RMDA ATB 2004	2004	Approved
TEST >>	2006	Draft

*** Please use the COPY button to save an existing as a new one.**

Figure 51. RM-Assist – Update ORL - Select ORL

2. Click on the “Update” button.
3. The next screen takes you to a view of the instructions that are currently listed on your ORL, shown in Figure 52.

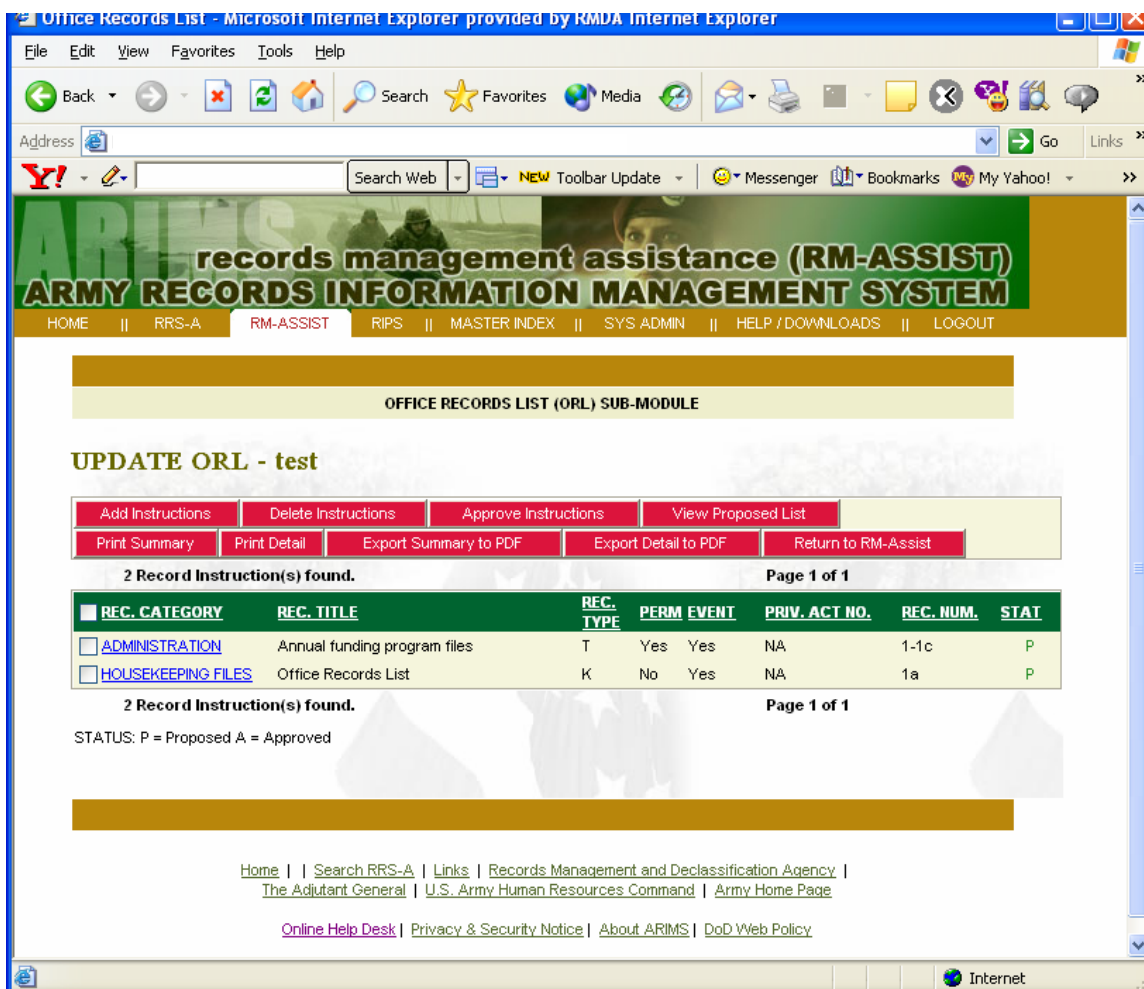


Figure 52. RM-Assist – Update ORL - Update ORL

4. Click on the red “Add Instructions to ORL” button (near the top of the page) to begin adding instructions to your ORL using a “shopping cart” approach, similar to shopping on the Internet.
5. The next screen, as seen in Figure 53, takes you to the RRS-A search page to begin searching for record instructions. You have the same options and functionality as in the RRS-A module for finding instructions you wish to add to your ORL.



RRS-A Search - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address Go Links

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ARIMS records management assistance (RM-ASSIST)
ARMY RECORDS INFORMATION MANAGEMENT SYSTEM

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RECORDS RETENTION SCHEDULE UPDATE ORL - ARMY (SEARCH) FOR

Update ORL

ORL Name: **Sample ORL**
Date Created: **9/9/2004**

Records Retention Schedule - Army (RRS-A) allows all users to search the Army Records Retention Schedules and is a component of the Army Records Information Management System (ARIMS). The Records Retention Schedules reflect all National Archives and Records Administration approved retention and disposition information for Army records.

Related Links

[New !! RRS-A Training](#)
[RRS-A Advanced Search](#)
[RRS-A View Updates](#)
[Disposition Codes](#)

Hints for searching by Keyword

- **Search by Keyword** is not case sensitive; however, it will not perform stemming functions, Boolean, or "fuzzy" searching (i.e., entry must be exact wording).
- The keyword being searched may appear anywhere in the search results, not just in the "hit" list, and will not be highlighted
- Enter one keyword instead of a phrase, then use the Search within Results option to reduce the number

Search by Keyword

OR

Search By Army Regulation or other prescribing directive. Enter numbers only, do not enter AR, PAM, etc.

Select Type of Record

☐ EVENT ☐ NON EVENT ☒ ALL

☐ PERMANENT ☐ NON PERMANENT ☒ ALL

☐ TRANSFER ☐ KEEP ☒ ALL

Browse by Record Category

Please Select a record category

Order by

☒ Number ☐ Description

Done Internet

Figure 53. RM-Assist – Update ORL - Search

6. Locate and click on the desired record instructions and then click the red “Add to ORL Cart” button to temporarily save the instructions into your shopping cart (as depicted in Figure 54 below). This temporary save is very effective for moving a large number of instructions from the RRS-A to your ORL.



records management assistance (RM-ASSIST)
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RRS-A SEARCH FOR ORL

ORL NAME: SAMPLE ORL
ORIGINATED BY: MARJORIE ASUNCION
ON 9/9/2004
USE THE CHECK BOX TO SELECT ANY RECORD

Search within Results Add to ORL Cart Checkout Cart Return to RM-Assist View ORL Data

1-25 OF 54 MATCHES PAGE 1 OF 3 NEW SEARCH PAGE : Go NEXT >>

REC. CATEGORY	REC. TITLE	REC. TYPE	DUR	PERM	EVENT	PRIV. ACT NO.	REC. NUM.
<input type="checkbox"/> HOUSEKEEPING FILES	Office classified document register or controls - General	T	2	No	Yes	NA	1j1
<input type="checkbox"/> HOUSEKEEPING FILES	Civilian personnel time and attendance files - Korean National Direct Hire Employees Time Sheet	T	3	No	No	T7335DFAS	1x4
<input checked="" type="checkbox"/> HOUSEKEEPING FILES	Office supervisory or manager employee records - Employees separated to enter military service who have restoration rights.	T		No	Yes	OPM GOVT-1 OPM GOVT-2	1aa1
<input checked="" type="checkbox"/> HOUSEKEEPING FILES	Office supervisory or manager employee records - Employee is separated	T		No	Yes	OPM GOVT-1 OPM GOVT-2	1aa3
<input type="checkbox"/> HOUSEKEEPING FILES	Office classified document receipts - General	T	2	No	No	NA	1i1
<input type="checkbox"/> HOUSEKEEPING FILES	Office classified document receipts - NATO	T	10	No	No	NA	1i2
<input checked="" type="checkbox"/> HOUSEKEEPING FILES	Office temporary duty travel	T	6.25	No	No	T7333DFAS	1hh
<input type="checkbox"/> HOUSEKEEPING FILES	Office classified document register or controls - NATO	T	10	No	No	NA	1j2
<input checked="" type="checkbox"/> HOUSEKEEPING FILES	Office supervisory or manager employee records - Employee transferred	T		No	No	OPM/GOVT-1, OPM/GOVT-2	1aa2
<input type="checkbox"/> HOUSEKEEPING FILES	Office classified document register or controls - General	T	2	No	No	NA	1j1
<input type="checkbox"/> HOUSEKEEPING FILES	Test File	K	6.5	No	No	NA	668822-1

Figure 54. RM-Assist – Update ORL – ORL Cart

- As shown in Figure 55, the backgrounds for instructions added to the ORL Cart change to green. If you happened to select an instruction already existing in your ORL, the background will be blue to alert you that the instruction does not need to be re-selected.



The screenshot displays the ARIMS (Army Records Information Management System) interface. At the top, there's a navigation bar with links: HOME, RRS-A, RM-ASSIST, RIPS, MASTER INDEX, SYS ADMIN, HELP / DOWNLOADS, and LOGOUT. The main heading is "records management assistance (RM-ASSIST) ARMY RECORDS INFORMATION MANAGEMENT SYSTEM". Below this, a search bar is visible with the text "RRS-A SEARCH FOR ORL". To the right of the search bar, it says "ORL NAME: SAMPLE ORL", "ORIGINATED BY: MARJORIE ASUNCION", and "ON 9/9/2004". Below the search bar, there are buttons: "Add to ORL Cart", "Checkout Cart", "Return to RM-Assist", and "View ORL Data". A table of search results is displayed, showing columns: REC. CATEGORY, REC. TITLE, REC. TYPE, DUR, PERM, EVENT, PRIV. ACT NO., and REC. NUM. The table contains several rows of data, including "HOUSEKEEPING FILES" and "Test File".

REC. CATEGORY	REC. TITLE	REC. TYPE	DUR	PERM	EVENT	PRIV. ACT NO.	REC. NUM.
<input type="checkbox"/> HOUSEKEEPING FILES	Office classified document register or controls - General	T	2	No	Yes	NA	1j1
<input type="checkbox"/> HOUSEKEEPING FILES	Civilian personnel time and attendance files - Korean National Direct Hire Employees Time Sheet	T	3	No	No	T7335DFAS	1x4
<input type="checkbox"/> HOUSEKEEPING FILES	Office supervisory or manager employee records - Employees separated to enter military service who have restoration rights.	T		No	Yes	OPM GOVT-1 OPM GOVT-2	1aa1
<input type="checkbox"/> HOUSEKEEPING FILES	Office supervisory or manager employee records - Employee is separated	T		No	Yes	OPM GOVT-1 OPM GOVT-2	1aa3
<input type="checkbox"/> HOUSEKEEPING FILES	Office classified document receipts - General	T	2	No	No	NA	1i1
<input type="checkbox"/> HOUSEKEEPING FILES	Office classified document receipts - NATO	T	10	No	No	NA	1i2
<input type="checkbox"/> HOUSEKEEPING FILES	Office temporary duty travel	T	6.25	No	No	T7333DFAS	1hh
<input type="checkbox"/> HOUSEKEEPING FILES	Office classified document register or controls - NATO	T	10	No	No	NA	1j2
<input type="checkbox"/> HOUSEKEEPING FILES	Office supervisory or manager employee records - Employee transferred	T		No	No	OPM/GOVT-1, OPM/GOVT-2	1aa2
<input type="checkbox"/> HOUSEKEEPING FILES	Office classified document register or controls - General	T	2	No	No	NA	1j1
<input type="checkbox"/> HOUSEKEEPING FILES	Test File	K	6.5	No	No	NA	668822-1

Figure 55. RM-Assist – ORL Cart – Selected Instructions

8. If none of the results of your search match your needs, simply click the “New Search” link to return to the RRS-A search page.
9. If you wish to check your existing ORL during the update session, click on the red “View ORL Data” button. This will launch a new window displaying a copy of your ORL (less the instructions contained in your shopping cart).
10. When you have finished adding record instructions to your ORL Cart, click on the red “Checkout Cart” button.
11. The ORL Checkout Cart screen shows all the instructions you temporarily saved to your ORL Cart, as shown in Figure 56. You now have an opportunity to modify the list before committing it to your ORL.



12. To add more instructions to the ORL Cart, click on the “Back to Search List.”
13. To delete instructions from the ORL Cart, click on the checkbox(es) next to the appropriate instructions and then click on the red “Delete from ORL Cart” button.
14. To commit the record instructions from the ORL Cart to your ORL, click on the checkbox(es) next to the appropriate instructions and then click on the “Add to ORL” button.
15. To select all record instructions in the ORL Cart, click on the checkbox titled REC. CATEGORY, in green.

File Edit View Favorites Tools Help

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ARIMS records management assistance (RM-ASSIST)
ARMY RECORDS INFORMATION MANAGEMENT SYSTEM

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ORL CHECKOUT CART

ORL NAME: SAMPLE ORL
ORIGINATED BY: MARJORIE ASUNCION
ON 9/9/2004
USE THE CHECK BOX TO SELECT ANY RECORD

Add to ORL Delete from ORL Cart View ORL List Back to Search List

Return to RM-Assist

4 RECORD(S) FOUND PAGE 1 OF 1 NEW SEARCH

<input type="checkbox"/> REC. CATEGORY	REC. TITLE	T/K	PERMDISP.	AUTH	PRIV. ACT NO.	REC. NUM.	PRES DIR.
<input type="checkbox"/> HOUSEKEEPING FILES	Office supervisory or manager employee records - Employees separated to enter military service who have restoration rights.	T	No	GRS 1, item 23	OPM GOVT-1 OPM GOVT-2	1aa1	
<input type="checkbox"/> HOUSEKEEPING FILES	Office supervisory or manager employee records - Employee is separated	T	No	GRS 1, item 23	OPM GOVT-1 OPM GOVT-2	1aa3	
<input type="checkbox"/> HOUSEKEEPING FILES	Office temporary duty travel	T	No	GRS 6, item 1a	T7333DFAS	1hh	
<input type="checkbox"/> HOUSEKEEPING FILES	Office supervisory or manager employee records - Employee transferred	T	No	GRS 1, item 23	OPM/GOVT-1, OPM/GOVT-2	1aa2	

[SORT DESC.](#) [TOP](#)

Done Internet

Figure 56. RM-Assist – ORL Cart – Checkout



16. After clicking the “Add to ORL” button, the following screen will appear.

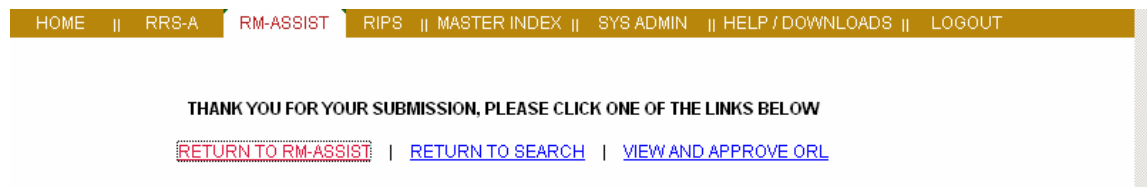


Figure 57. RM-Assist – ORL Submission Confirmation

NOTE: Records Managers and Records Administrators can click on the “View and Approve ORL” hyperlink to approve the records instructions on the ORL. Approving ORLs are described in Section 5.1.5.1 “Approving Record Instructions for ORL.” This hyperlink is not available to Action Officers or Records Coordinators.

17. After the record instructions have been committed to the ORL, you may view the newly Updated ORL by clicking on the “View ORL List.” In Figure 58, notice the STAT column shows that the newly added instructions in the ORL have a “P” or proposed status.



Office Record List - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address

My Search Google WeatherBug 49°

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HOME || RRS-A || **RM-ASSIST** || RIPS || MASTER INDEX || SYS ADMIN || HELP / DOWNLOADS || LOGOUT

OFFICE RECORD LIST (ORL) SUB-MODULE

VIEW ORL - Sample ORL

Print ORL Summary Print ORL Detail Return to RM-Assist

6 Record(s) found. Page 1 of 1

REC. CATEGORY	REC. TITLE	REC. TYPE	PERMDISP. AUTH	PRIV. ACT NO.	REC. NUM.	PRES. DIR.	STAT
BOARDS, COMMISSIONS, AND COMMITTEES	Army Discharge Review Board files	K	No N1-AU-00-42	A0015-180SFMR	15-180a	15-180	P
BOARDS, COMMISSIONS, AND COMMITTEES	Civil works planning and development files	U	No TBD	NA	15-2-9a	15-2-9	P
HOUSEKEEPING FILES	Office supervisory or manager employee records - Employees separated to enter military service who have restoration rights.	T	No GRS 1, item 23	OPM GOVT-1 OPM GOVT-2	1aa1		P
HOUSEKEEPING FILES	Office supervisory or manager employee records - Employee is separated	T	No GRS 1, item 23	OPM GOVT-1 OPM GOVT-2	1aa3		P
HOUSEKEEPING FILES	Office temporary duty travel	T	No GRS 6, item 1a	T7333DFAS	1hh		P
HOUSEKEEPING FILES	Office supervisory or manager employee records - Employee transferred	T	No GRS 1, item 23	OPM/GOVT-1, OPM/GOVT-2	1aa2		P

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[Records Management and Declassification Agency](#) | [The Adjutant General](#) | [U.S. Army Human Resources Command](#) | [Army Home Page](#)

[Online Help Desk](#) | [Privacy & Security Notice](#) | [About ARIMS](#) | [DoD Web Policy](#)

Done Internet

Figure 58. RM-Assist – View ORL List

5.2.4.1 Approving Record Instructions for ORL

These instructions are for use by Records Managers and Records Administrators only.

To approve instructions for an ORL, check the appropriate instructions in the checkbox and click the red “Approve ORL” button. Figure 59 shows an example of an approved ORL. Notice that the checkboxes no longer display after a record instruction has been approved and the STAT column now shows all of the instructions as having an “A” (Approved) status.



Reminder: The ability to approve ORLs for an organization is reserved for records managers and records administrators. Action officers can only create new ORLs or propose changes to existing ORLs. Approved ORLs are required to print barcode labels.

REC. CATEGORY	REC. TITLE	REC. TYPE	PERMDISP. AUTH	PRIV. ACT NO.	REC. NUM.	PRES DIR	STAT
ADMINISTRATION	Army gift offers - Refused offers	K	No	N1-AU-00-41	A0870-5DAMH	1-100a2	1-100 A
ADMINISTRATION	Memorialization board files - Office of the AG, records pertaining to plaques	T	No	NC1-AU-80-9	NA	1-33a1	1-33 A
ADMINISTRATION	Memorialization board files - Office of the AG, other than records pertaining to plaques	T	Yes	NC1-AU-80-9	NA	1-33a2	1-33 A
ADMINISTRATION	Program and budget guidance - Offices of the DA Staff responsible for preparation, approval, and issue	T	Yes	NC1-AU-76-1	NA	1-1b1	1-1 A
ARMY INFORMATION	Feature story reviews - Office having Army-wide responsibility	K	No	NN-166-204	NA	360-5c1	360-5 A
MILITARY OPERATIONS	Command reports - Office with Army-wide staff responsibility and units in a combat environment or designated as combat support elements	T	Yes	NC1-AU-82-11	NA	525a1	525 A
OFFICE MANAGEMENT	Privacy Act reports - Other than annual reports	T	No	NC1-64-76-3	NA	340-21b2	340-21 A
OFFICE	Privacy cases - Offices of appellate						

Figure 59. RM-Assist – Approve ORL

If you wish to approve the entire ORL at once, click on the “REC. CATEGORY” box in green (to select all record instruction) prior to clicking on the red “Approve ORL” button.

5.2.4.2 Deleting Proposed RRS-A Instructions from ORL

Figure 60 illustrates an example of an ORL with both proposed and approved instructions. Proposed record instructions can be deleted by anyone who has access to the ORL.



NOTE: Remember that others share the same ORL! Be careful when deleting a Proposed record instruction, it may have been added by someone in your unit who creates that type of record.

REC. CATEGORY	REC. TITLE	REC. TYPE	PERMDISP	AUTH	PRIV. ACT NO.	REC. NUM.	PRES. DIR.	STAT
ADMINISTRATION	Army gift offers - Refused offers	K	No	N1-AU-00-41	A0870-5DAMH	1-100a2	1-100	A
ADMINISTRATION	Memorialization board files - Office of the AG, records pertaining to plaques	T	No	NC1-AU-80-9	NA	1-33a1	1-33	A
ADMINISTRATION	Memorialization board files - Office of the AG, other than records pertaining to plaques	T	Yes	NC1-AU-80-9	NA	1-33a21-33		A
ADMINISTRATION	Program and budget guidance - Offices of the DA Staff responsible for preparation, approval, and issue	T	Yes	NC1-AU-76-1	NA	1-1b1	1-1	A
ARMY INFORMATION	Feature story reviews - Office having Army-wide responsibility	K	No	NN-166-204	NA	360-5c1	360-5	A
<input type="checkbox"/> HOUSEKEEPING FILES	Office classified document register or controls - General	T	No	GRS 18, item 4	NA	1j1		P
MILITARY OPERATIONS	Command reports - Office with Army-wide staff responsibility and units in a combat environment or designated as combat support elements	T	Yes	NC1-AU-82-11	NA	525a1	525	A
OFFICE	Privacy Act reports - Other than annual	T	No	NC1-AU-76-1	NA	340-	340-24	A

Figure 60. RM-Assist – Delete Proposed Instruction from ORL

To delete **proposed** instructions from the ORL:

1. Check the appropriate checkbox(es) next to the proposed instruction(s).
2. Click the “Delete from ORL” button to permanently delete the instruction from the ORL.

5.2.5 Printing Your ORL

Figure 61 shows an example of an ORL in a “printer-friendly” format. Each instruction is explained in detail with the key information about the ORL originator, unit, ORL name, date created, etc. Once you have developed your ORL and it has been approved for use within your organization, you can print out your ORL for quick reference.



The screenshot shows a web browser window displaying the ARIMS application. The browser's address bar shows a search engine. The ARIMS header includes the text "ARIMS print friendly" and links for "PRINT PAGE" and "CLOSE PAGE". The main content area is divided into two sections. The top section contains a table with fields: MACOM, RHA, UNIT, OFFICE SYMBOL, ORL NAME, DATE CREATED, and CREATED BY. The bottom section contains a form with fields: Record Category, Category Description, Record Title, Record Description, Disposition, Event Description, Privacy Act Number, Disposition Authority, Record Number, Prescribing Directives, Permanent Record, Record Classification, Status, Duration, Event Driven, and Year Type.

MACOM:		ORL NAME:	Test ORL
RHA:	Dugway (AMC)	DATE CREATED:	12/31/2003
UNIT:	USA HLTH CLN DUGWAY PG	CREATED BY:	John Batzer
OFFICE SYMBOL:	SYSADMIN		

Record Category:	ADMINISTRATION		
Category Description:	These records concern administrative functions, such as control of office space, visits, attendance at meetings and conferences, gifts and donations, memorialization proceedings, and other support functions not specifically provided for in other series.		
Record Title:	Army gift offers - Refused offers		
Record Description:	Information relating to the offer of gifts and donations by private citizens and organizations to the Department of the Army. These records accumulate at HQDA only. Included are offers, evaluation of offers and coordinating information, letters of acceptance or refusal, and related information.		
Disposition:	K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.		
Event Description:			
Privacy Act Number:	A0870-5DAMH	Record Classification:	K
Disposition Authority:	N1-AU-00-41	Status:	Proposed
Record Number:	1-100a2	Duration:	0
Prescribing Directives:	1-100	Event Driven:	No
Permanent Record:	No	Year Type:	Calendar Year

Record Category:	ADMINISTRATION
Category Description:	These records concern administrative functions, such as control of office space, visits, attendance at meetings and conferences, gifts and donations, memorialization proceedings, and other support functions not specifically

Figure 61. RM-Assist – Printing ORL Example

To print an ORL:

1. Click the name of the ORL you wish to print. The selected ORL will be highlighted and the brackets ">>" are displayed at the end of the name.
2. Click the "Print ORL/Labels" button.



3. Click on either the “Print ORL Summary” or “Print ORL Detail” button to generate a printer-friendly ORL as seen in Figure 62.

Office Record List - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address:

mv Search Google WeatherBug 49°

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OFFICE RECORD LIST (ORL) SUB-MODULE

PRINT ORL - Sample ORL

Print ORL Summary Print ORL Detail Print Labels Return to RM-Assist

6 Record(s) found. Page 1 of 1

REC. CATEGORY	REC. TITLE	REC. TYPE	PERMDISP. AUTH	PRIV. ACT NO.	REC. NUM.	PRES. DIR.	STAT
BOARDS, COMMISSIONS, AND COMMITTEES	Army Discharge Review Board files	K	No N1-AU-00-42	A0015-180SFMR	15-180a	15-180	P
BOARDS, COMMISSIONS, AND COMMITTEES	Civil works planning and development files	U	No TBD	NA	15-2-9a	15-2-9	P
HOUSEKEEPING FILES	Office supervisory or manager employee records - Employees separated to enter military service who have restoration rights.	T	No GRS 1, item 23	OPM GOVT-1 OPM GOVT-2	1aa1		P
HOUSEKEEPING FILES	Office supervisory or manager employee records - Employee is separated	T	No GRS 1, item 23	OPM GOVT-1 OPM GOVT-2	1aa3		P
HOUSEKEEPING FILES	Office temporary duty travel	T	No GRS 6, item 1a	T7333DFAS	1hh		P
HOUSEKEEPING FILES	Office supervisory or manager employee records - Employee transferred	T	No GRS 1, item 23	OPM/GOVT-1, OPM/GOVT-2	1aa2		P

Figure 62. RM-Assist – Print ORL

Figure 63 shows the results of clicking the “Print ORL Summary” button.



The screenshot shows a web browser window displaying the ARIMS 'print friendly' page. At the top, there are navigation links for 'PRINT PAGE' and 'CLOSE PAGE'. Below this, a summary box contains the following information:

MACOM:		ORL NAME:	Sample ORL
RHA:	RMDA (HQDA)	DATE CREATED:	9/9/2004
UNIT:	0112 FA BN 03 SVC BTY 155 SP	CREATED BY:	Marjorie Asuncion
OFFICE SYMBOL:	programming		

Below the summary box is a table with the following columns: REC. CATEGORY, REC. TITLE, REC. TYPE, PERM, DISP. AUTH, PRIV. ACT NO., REC. NUM., PRES DIR., and STAT.

REC. CATEGORY	REC. TITLE	REC. TYPE	PERM	DISP. AUTH	PRIV. ACT NO.	REC. NUM.	PRES DIR.	STAT
BOARDS, COMMISSIONS, AND COMMITTEES	Army Discharge Review Board files	K	No	N1-AU-00-42	A0015-180SFMR	15-180a	15-180	P
BOARDS, COMMISSIONS, AND COMMITTEES	Civil works planning and development files	U	No	TBD	NA	15-2-9a	15-2-9	P
HOUSEKEEPING FILES	Office supervisory or manager employee records - Employees separated to enter military service who have restoration rights.	T	No	GRS 1, item 23	OPM GOVT-1 OPM GOVT-2	1aa1		P
HOUSEKEEPING FILES	Office supervisory or manager employee records - Employee is separated	T	No	GRS 1, item 23	OPM GOVT-1 OPM GOVT-2	1aa3		P
HOUSEKEEPING FILES	Office temporary duty travel	T	No	GRS 6, item 1a	T7333DFAS	1hh		P
HOUSEKEEPING FILES	Office supervisory or manager employee records - Employee transferred	T	No	GRS 1, item 23	OPM/GOVT-1, OPM/GOVT-2	1aa2		P

Figure 63. RM-Assist – Print ORL Summary

Figure 64 shows the results of clicking the “Print ORL Detail” button.



ARIMS print friendly [PRINT PAGE](#) [CLOSE PAGE](#)

MACOM:		ORL NAME:	Sample ORL
RHA:	RMDA (HQDA)	DATE CREATED:	9/9/2004
UNIT:	0112 FA BN 03 SVC BTY 155 SP	CREATED BY:	Marjorie Asuncion
OFFICE SYMBOL:	programming		

Record Category:	BOARDS, COMMISSIONS, AND COMMITTEES		
Category Description:	These records concern establishment, mission, membership, and functions of boards, commissions, and committees, both internal and external to the Department of the Army, on which the Army provides representation.		
Record Title:	Army Discharge Review Board files		
Record Description:	Documents relating to the review of discharge or dismissal of former members of the Army to determine if the discharge or dismissal was equitably and properly given. Included are case files consisting of briefs of the Military Personnel Records Jacket files, transcript of the hearing, if any, transcripts of testimony, affidavits, copies of presiding officers notes, the rationale of the board, briefs or arguments submitted by the counsels or attorneys, a copy of the Secretary of the Army directive, correspondence, and related documents.		
Disposition:	K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy. NOTE: Original or copy of individual cases are retained in individual's Official Military Personnel File (OMPF) records permanently.		
Event Description:			
Privacy Act Number:	A0015-180SFMR	Record Classification:	K
Disposition Authority:	N1-AU-00-42	Status:	Proposed
Record Number:	15-180a	Duration:	0

Figure 64. RM-Assist – Print ORL Detail

5.2.6 Copying your ORL

This feature is helpful for copying your ORL from one year to the next. All of the copied instructions will retain the status (proposed or approved) from the original ORL; you can still add instructions to the copied ORL. However, if many of the instructions need to be deleted from one year to the next, it is advised that a new ORL be created from scratch or using the “Template” option.

Figure 65 shows the screen where the user can make the selection to copy an ORL.

1. Select RM-Assist tab at the top of most ARIMS pages
2. Select “Go to Office Records List” button.
3. Place cursor on ORL to be copied and left click mouse once.
4. Select “Copy” button a follow instructions as provided in the “Copy and Save ORL as New” box as shown in Figure 65.

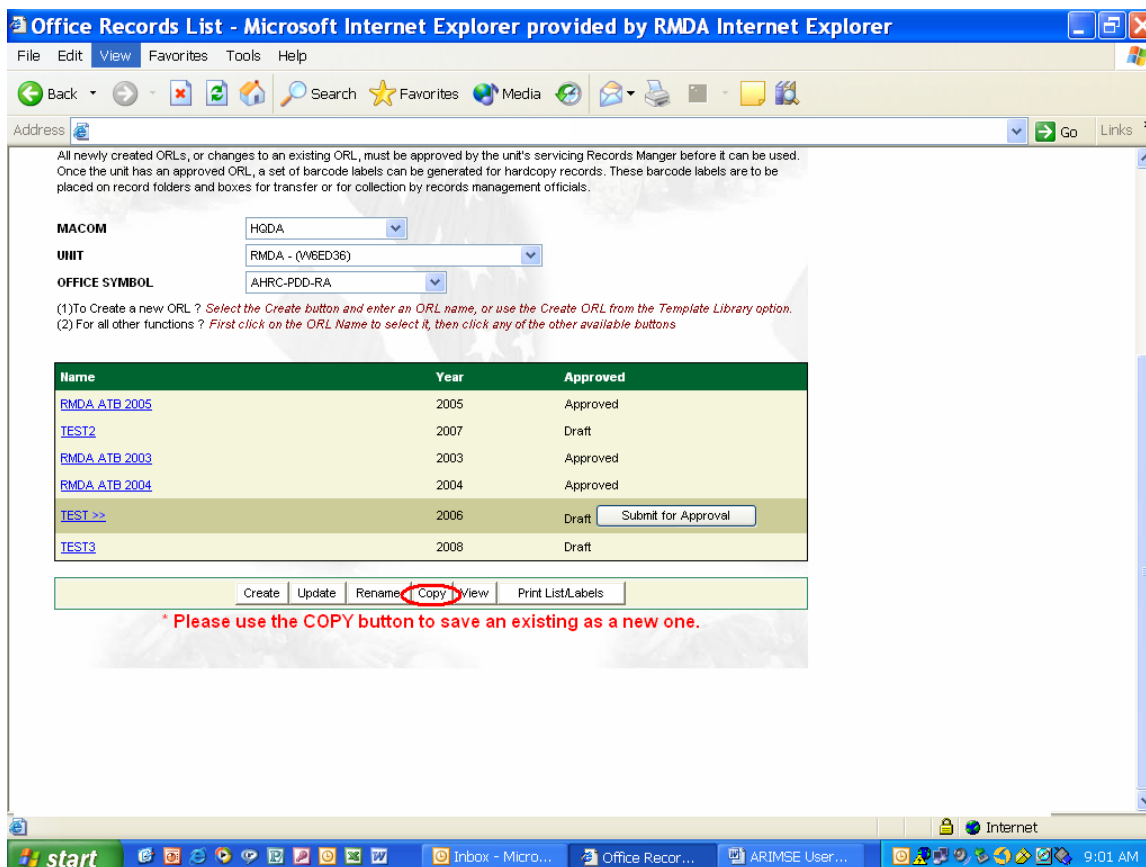


Figure 65. RM-Assist – Copying an ORL

Figure 66 shows the results of selecting the Copy button with the “Copy and Save ORL as New”.

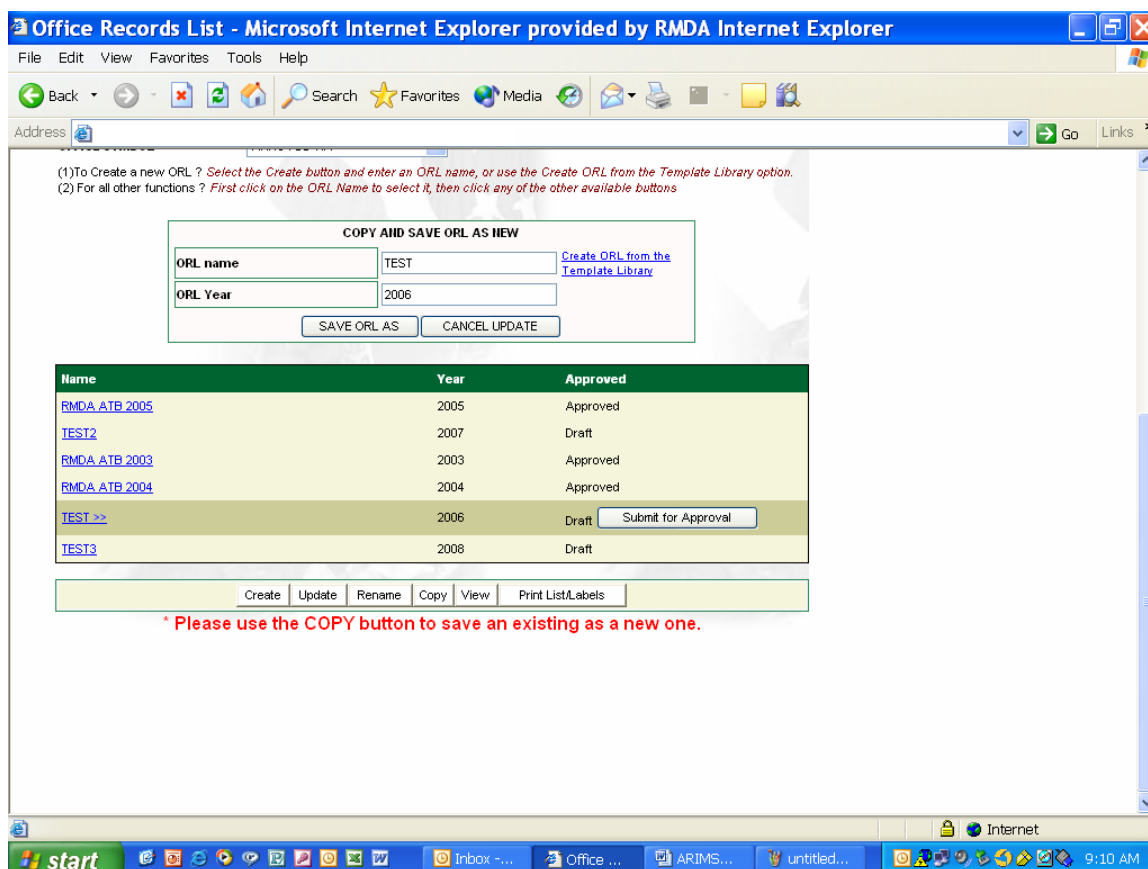


Figure 66. RM-Assist – After selecting the “Copy” button

5.2.7 Printing Barcode Labels

ARIMS uses barcode technology to track and index hardcopy office records. The barcode can provide the user's individual and unit profile, and the RRS-A's records retention and disposition instructions based on the organization's ORL. With this information, ARIMS can determine where records were created, in what year they were created, what type of record is being submitted, when it was submitted, etc.

Figure 67 provides examples of labels for use on hardcopy folders. The file number has been included on the label in this version of ARIMS. Although labels can be printed for “K” (Keep) records, barcodes will only print for “T” (Transfer) and “U” (Unscheduled) records.

“T” and “U” record instructions will generate two labels. The first label is a unique barcode to track the folder through its life cycle. The second label is the text portion of the RRS-A record instruction to help identify what type of records to place in the folder and to show the record number. Both labels are to be placed on each file folder in clear view.

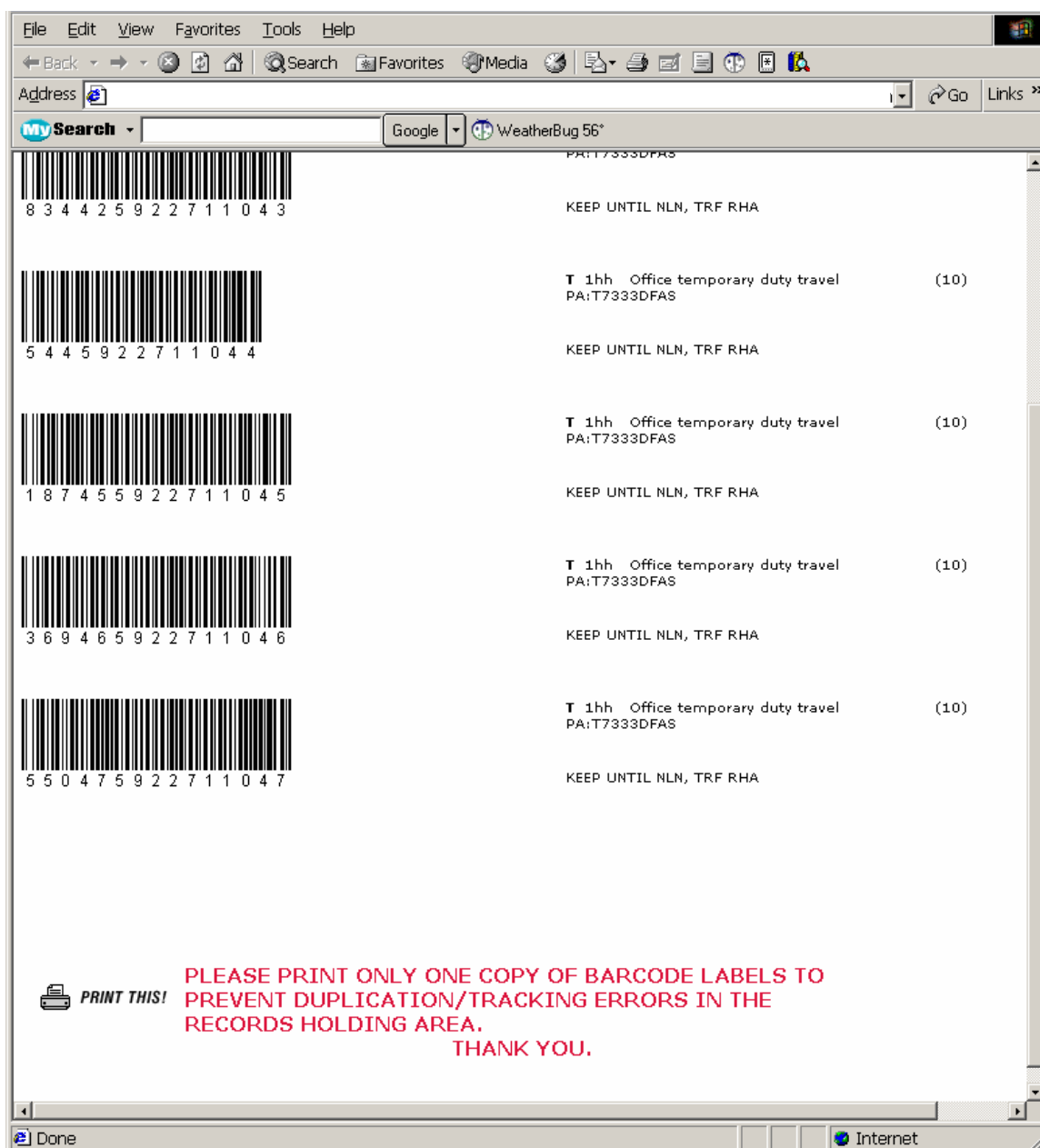


Figure 67. RM-Assist – Print Barcode Labels

How to print barcoded labels for folders:

1. Click the “Print List/Labels” button.
2. A message appears reminding you to make sure labels are loaded correctly in the printer. Page margins should be pre-set for Avery labels #5161; however, you



may need to change them to the margin settings shown in Figure 68

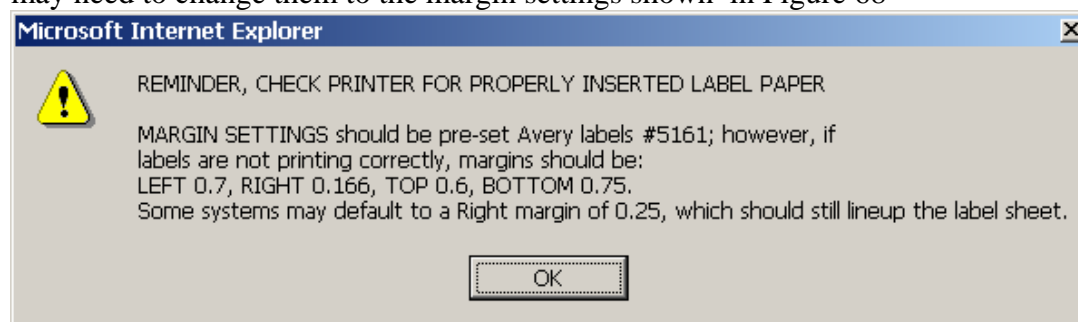


Figure 68. RM-Assist – Print Barcode Labels - Reminder

3. Enter the number of labels you need printed for each record instruction in the text box(es) as shown in Figure 69. To clear the contents of the textboxes, click the “Reset Form” button.

PRINT NUM	REC. CATEGORY	REC. TITLE	T/K	PERM DISP. AUTH	PRIV. ACT NO.	REC. NUM.	PRES DIR.
1	BOARDS, COMMISSIONS, AND COMMITTEES	Army Discharge Review Board files	K	No	A0015-180SFMR	15-180a	15-180
	BOARDS, COMMISSIONS, AND COMMITTEES	Civil works planning and development files	U	No	NA	15-2-9a	15-2-9
1	HOUSEKEEPING FILES	Office supervisory or manager employee records - Employees separated to enter military service who have restoration rights.	T	No	OPM GOVT-1 OPM GOVT-2	1aa1	
1	HOUSEKEEPING FILES	Office supervisory or manager employee records - Employee is separated	T	No	OPM GOVT-1 OPM GOVT-2	1aa3	
5	HOUSEKEEPING FILES	Office temporary duty travel	T	No	T7333DFAS	1hh	
	HOUSEKEEPING FILES	Office supervisory or manager employee records - Employee transferred	T	No	OPM/GOVT-1, OPM/GOVT-2	1aa2	



Figure 69. RM-Assist – Print Barcode Labels

4. Click the red “Print Labels” button above the list of instructions.
5. Click the “Print This” link at the bottom of the page.

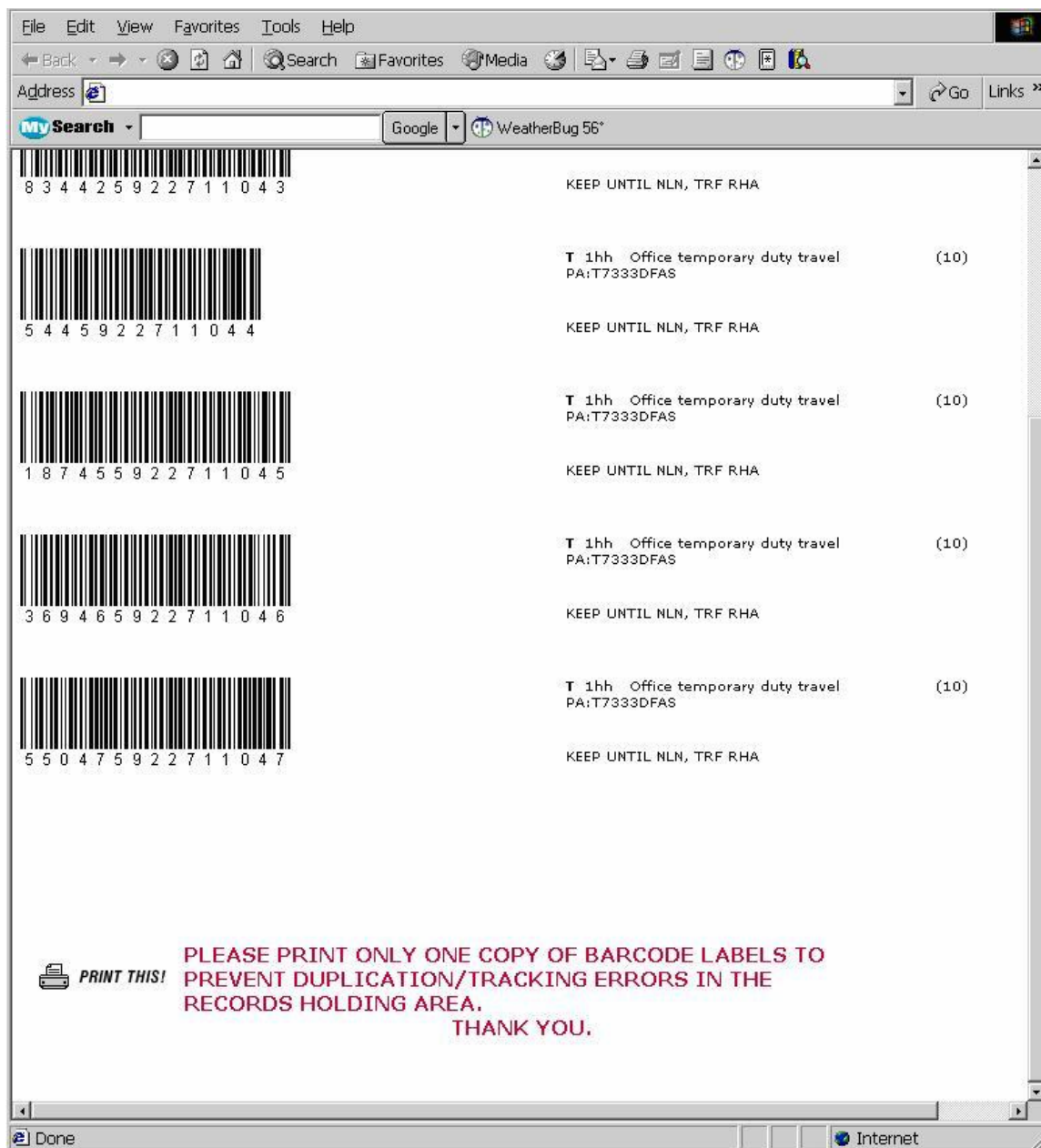


Figure 70. RM-Assist – Print Barcode Labels

6. Select the printer and click “Print.”

The RIPS module, discussed below in Section 5.2, uses these barcodes to streamline the hardcopy indexing process.



Note: Barcode labels are formatted for Avery 5161 folder labels. Make sure you have the correct label in your printer before you begin printing!

5.3 Records Input Processing Module - RIPS

The Records Input Processing Subsystem (RIPS) is the main entry point for all hardcopy folders and an alternate entry point to using the Electronic Capture & Store (ECS) Application for all electronic records being tracked within ARIMS. RIPS is divided into two sub-modules:

- **Hardcopy Records** – this sub-module is used to index and manage hardcopy records in the Records Holding Areas (RHAs). This module is to be used by the RHA Manager (RHAM).
- **Electronic Records** – this sub-module is used to index electronic records and submit them to the Army Electronic Archives (AEA). This module supports back file indexing of electronic records created since 2003. This module can be used by any registered user within ARIMS including Action Officers.

5.3.1 RIPS Hardcopy Records – This Module is for RHA Manager (RHAM)

Although this module can be accessed by Records Managers and Records Administrators, its purpose is to assist Records Holding Area Managers (RHAMs) to index hardcopy records into ARIMS and manage them in their warehouses.

RIPS processing for hardcopy records includes four (4) main phases:

- **PROCESS BATCH** – In this phase unit hardcopy records are received by Records Managers and the barcoded folders are scanned. A receipt is generated by ARIMS and returned to the unit as a record of the transaction.
- **ACTION OFFICER FOLDER** – In this phase the record folders are added to the system and additional information about the folder is added by the RHAM.
- **CREATE BOX** – In this phase unique bar-coded labels are generated for the storage containers (boxes) used for placement in a designated record storage area.
- **FOLDER ASSIGNMENT** – In this phase the indexed folders are placed in boxes containing either the same or different disposition(s).

ARIMS provides tools the RHAM can use, such as Initial Location, Check in/out, and Transfer and Relocate containers.

Figure 71 shows the introductory page to the RIPS module.

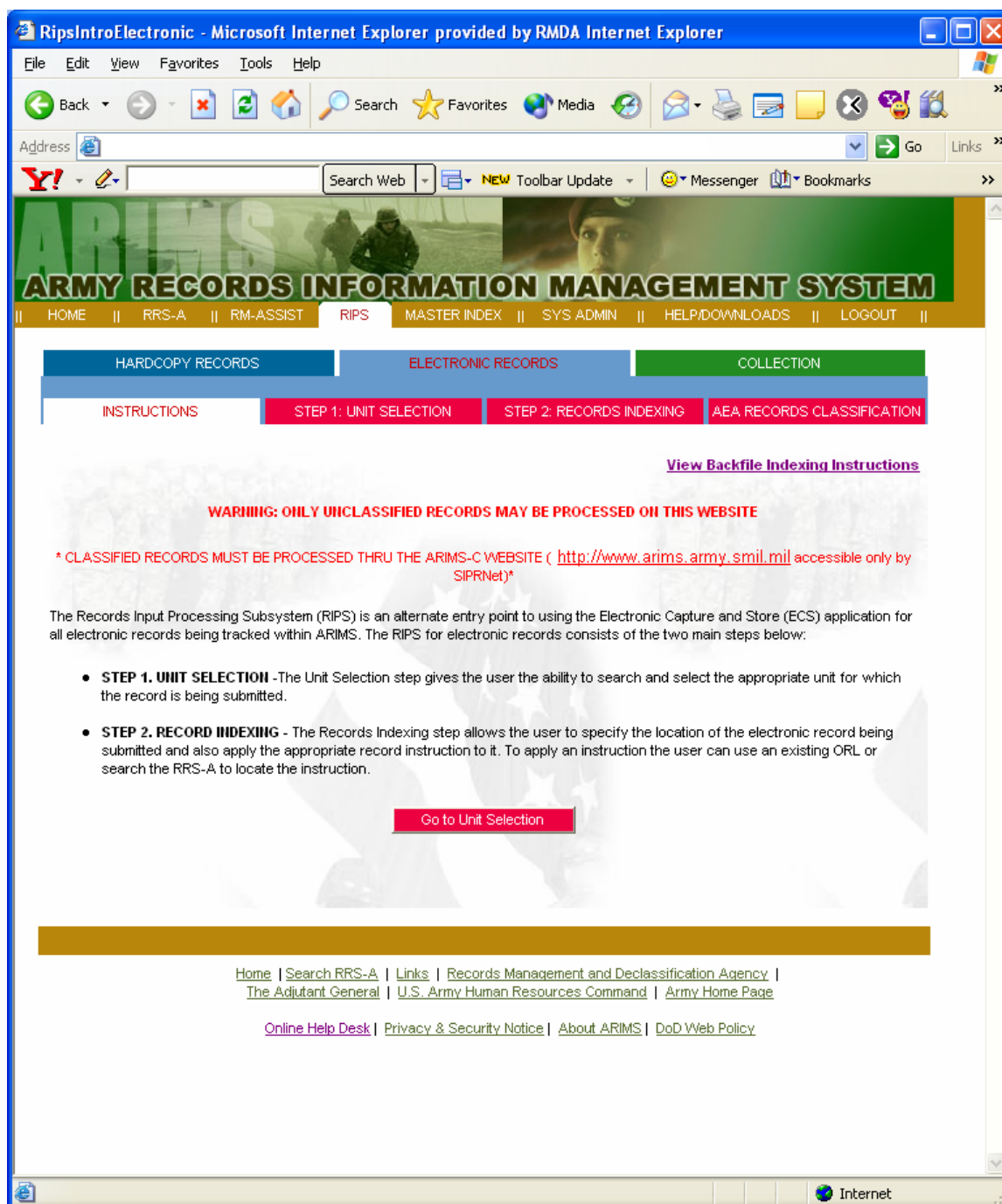


Figure 71. RIPS - Introduction

5.3.1.1 Process Batch

RIPS processing for hardcopy records includes four (4) main phases: Process Batch, AO Folder, Create Box, and Folder Assignment.

All hardcopy records initially received by a Records Holding Area Manager (RHAM) are processed in a “batch” (a group of records). A batch provides ARIMS a “chain of



custody.” It provides a preliminary listing of the hardcopy records submitted to an RHA. From the batch, ARIMS can quickly generate a receipt the RHAM can provide to the unit or organization acknowledging the exchange.

By selecting the “Process Batch” button at the top of the RIPS screen, an introductory screen is displayed as shown in Figure 72.

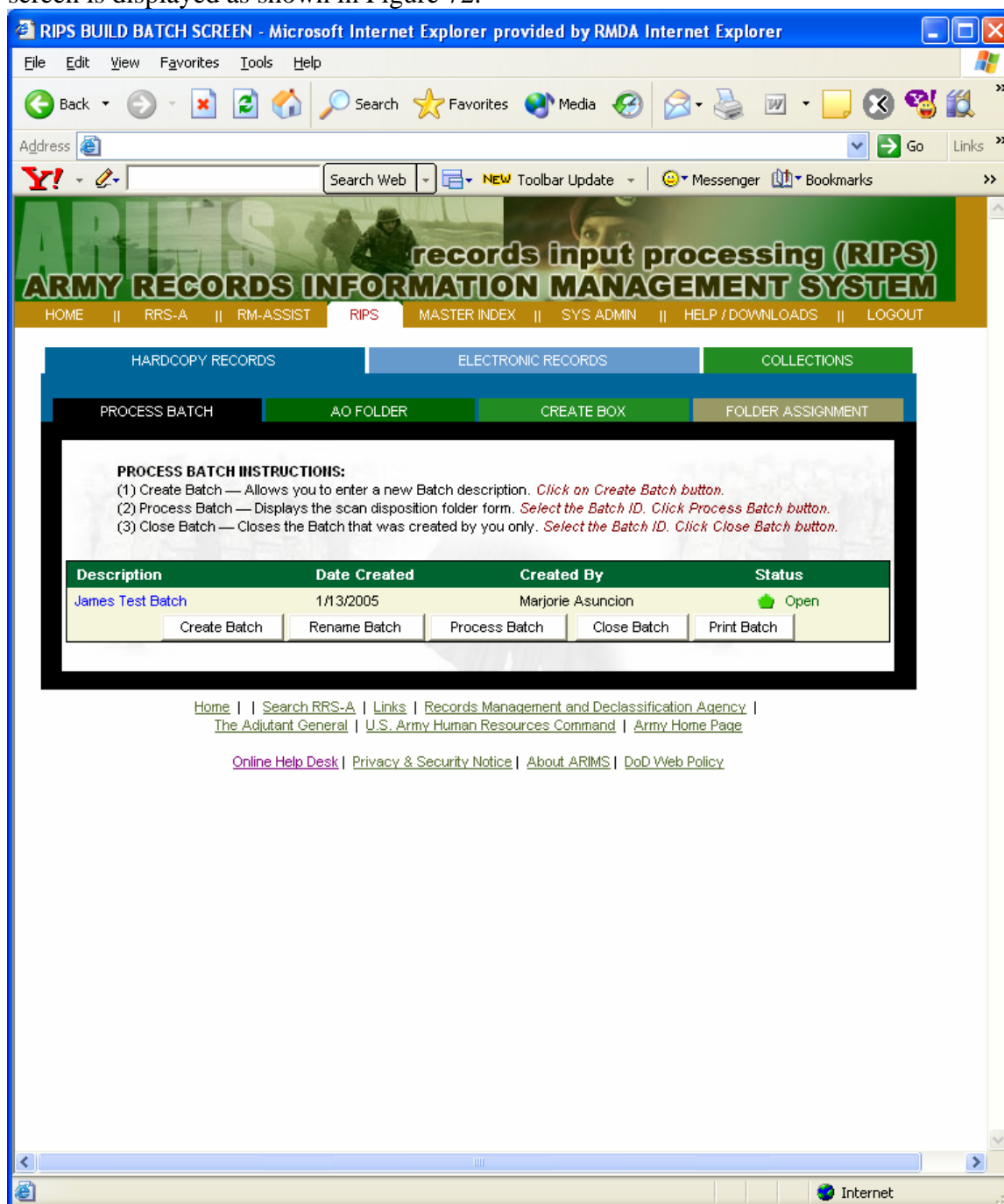


Figure 72. RIPS – Process Batch Introduction



5.3.1.1.1 Create Batch

This process is very similar to creating an ORL from the RM-Assist ORL module.

To create a batch, click on the “Create Batch” button at the bottom of the page. You will be prompted with a pop-up window (Figure 73) that prompts you to type in a description of your batch.

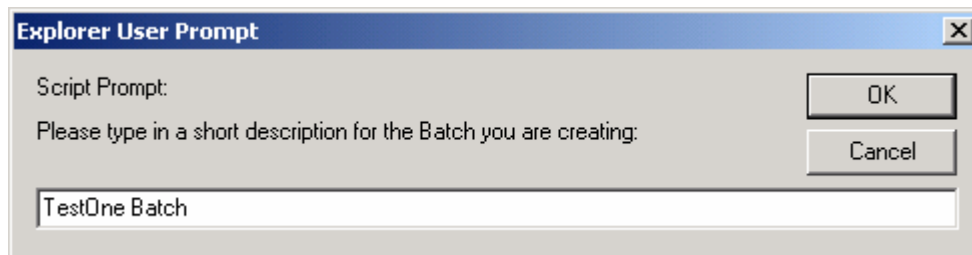


Figure 73. RIPS – Process Batch – Create Batch

When you click “OK” the new batch will display.

To perform any other function to the batch, you must first select it by clicking on the batch name. Note that the batch will be highlighted as in Figure 74.

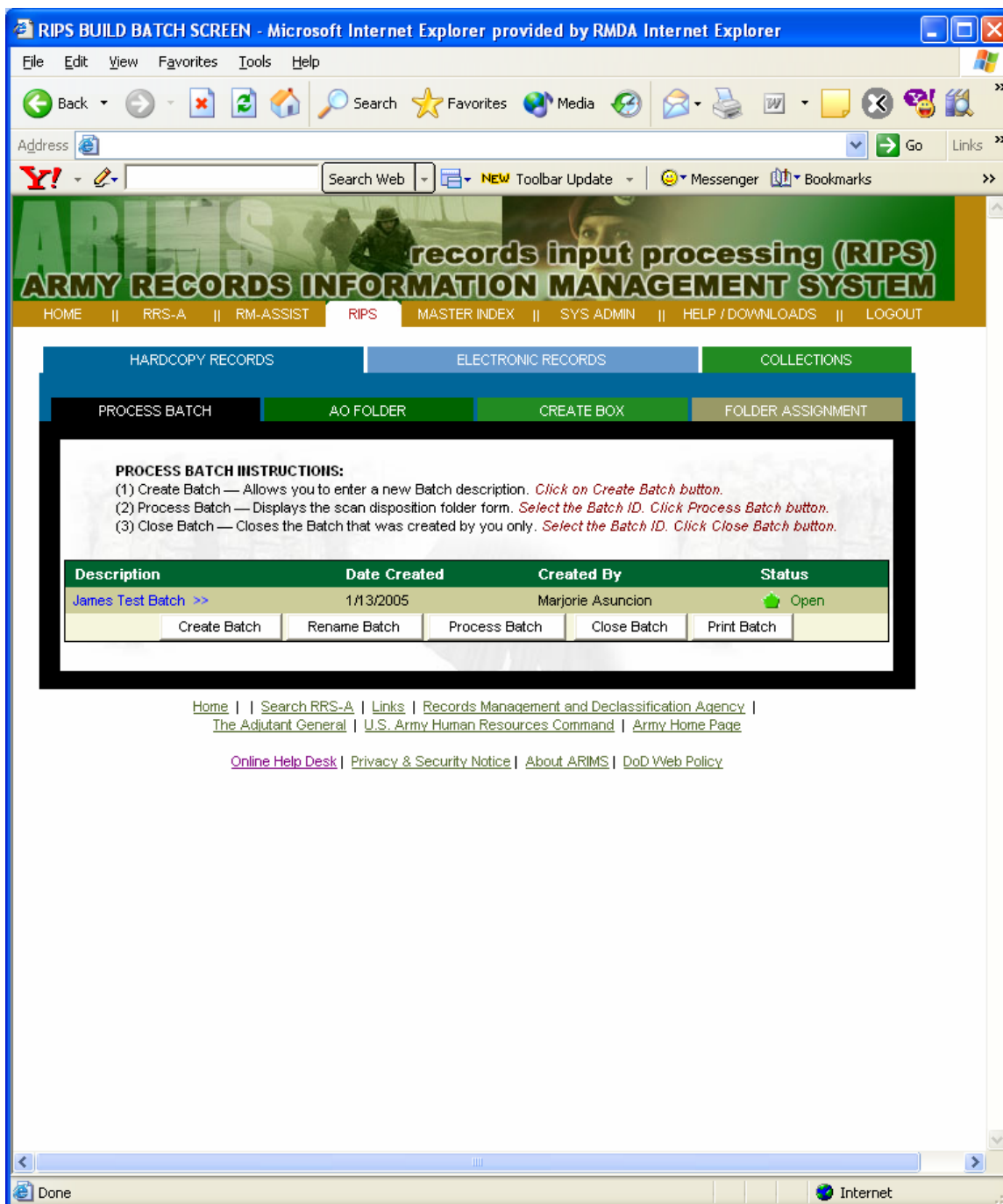


Figure 74. RIPS – Process Batch – Batch Job Selection

5.3.1.1.2 Rename Batch

If for some reason you need to change the name of a batch, select the batch you wish to rename and click the “Rename Batch” button. A pop-up screen appears prompting you to type in the new name for the batch as shown in Figure 75. When finished, click the “OK” button and the new name will appear in the list.

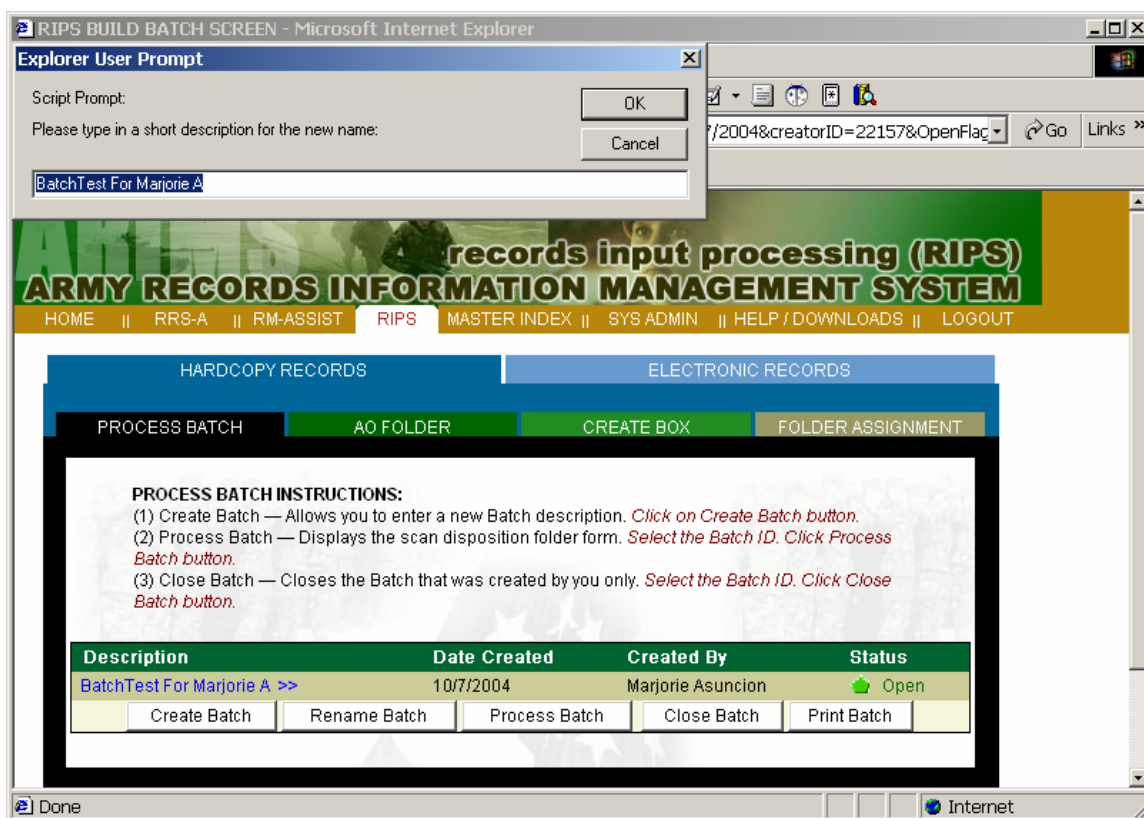


Figure 75. RIPS – Process Batch – Rename Batch

5.3.1.1.3 Process New or Existing Batch

Once you have created a new batch or need to modify an existing batch, click the “Process Batch” button to begin processing the folders. A blank input form is seen in Figure 76.



Figure 76. RIPS – Process Batch – Initial Input

To complete the input form, you will scan the barcode labels on each folder that are part of your batch.

Click the Barcode textbox and scan the first barcode label, then click the “GO” button. The Record Category, Record Name, Record Number, Unit Identifier, and Unit Name textboxes will fill in automatically with the appropriate information.

NOTE: If you do not have a barcode reader, type in the barcode number.



Note: This is a good opportunity to check that the folders being scanned actually belong to the unit or organization that submitted the records. The Unit name displayed in this screen corresponds to the unit that printed the barcode labels. The unit that submitted the folder should be the same unit that appears in the Unit name textbox. If there is a discrepancy, you may want to investigate the cause to ensure that the records will be serviced properly.

Next enter the rest of the information about the folder and then click the “Save” button to save your input for the first folder.

NOTES ABOUT THE FORM:

- Begin Date is the date of the earliest document in the folder
- End Date is the date of the latest document in the folder
- Only complete the blocks for Security Classification and Downgrade Classification Date if you are using ARIMS-C (for Classified records).

A new blank form will appear.

Repeat the process of scanning the barcodes on the folders and completing the form until you have completed the entire batch. When finished, click the “Complete and Return to List” button to return to the Process Batch main page.

5.3.1.1.4 Close Batch

After you have completed processing a batch of folders, the batch should be closed so that no further folders can be added to the batch. To close a batch, select the batch by clicking on the batch name and then click on the “Close Batch” button. An alert screen, as shown in Figure 77, is displayed confirming that you want to close the batch.

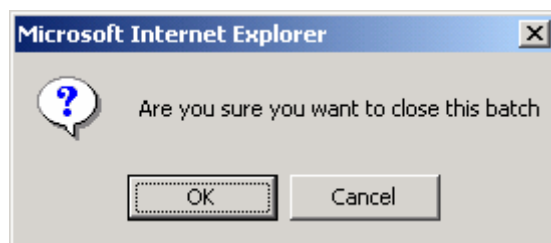


Figure 77. RIPS – Process Batch – Close Batch Alert

Click the “OK” button and the batch will change from “Open” to “Closed” in the list, as seen in Figure 78.

NOTE: If you do not wish to close the batch, click on “Cancel.” Your work up to that point is still saved and you will be able to add additional folders to the batch at a later time. **NO OTHER FOLDERS CAN BE ADDED TO A BATCH ONCE IT IS SAVED.**

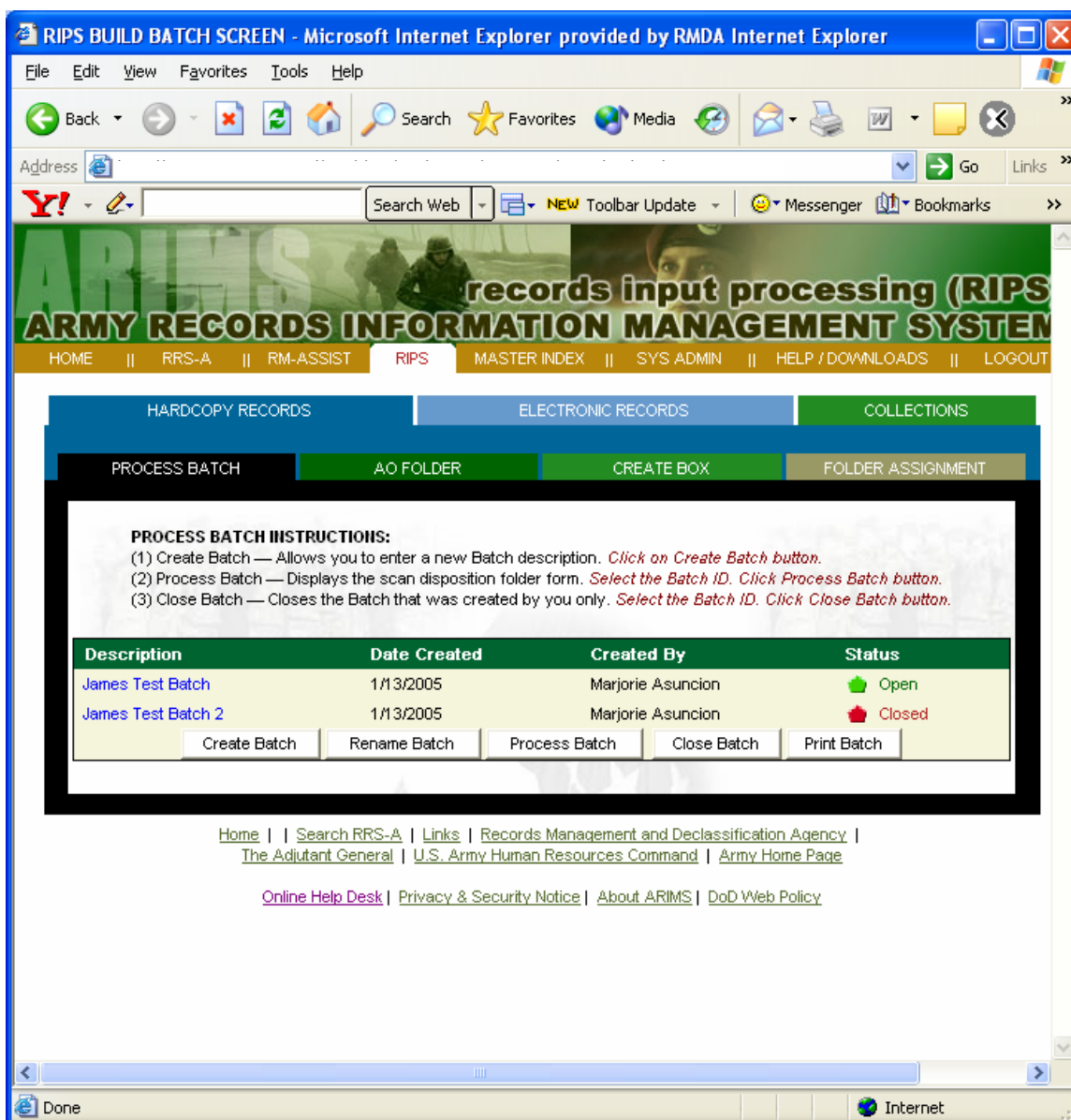


Figure 78. RIPS – Process Batch – Closed Batch Example

5.3.1.1.5 Print Batch

The Print Batch function is to be used for “chain of custody” purposes or as backup documentation to prove records have been transferred from a unit to the Records Holding Area. You may use this function to print both open and closed batches.

To print a batch folder list, click on the batch name and then click the “Print Batch” button. ARIMS will generate a list of all folders that were scanned and initially indexed in the selected batch and will identify key information about the organization that submitted the folders contained in the batch.



Click the “Print This!” button at the top left corner of the page. Figure 79 shows a sample print of a processed batch.

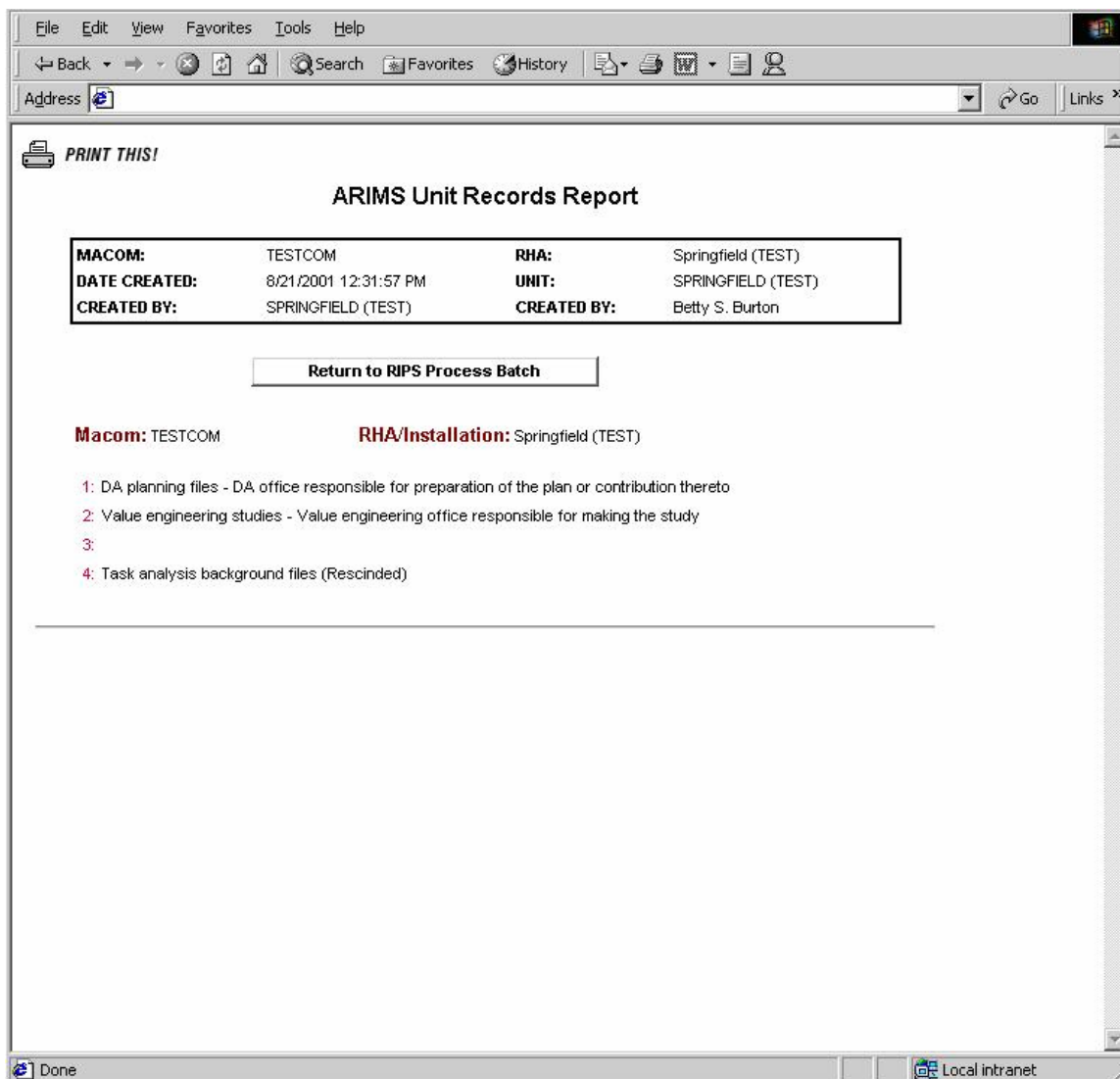


Figure 79. RIPS – Process Batch – Print Batch

To return to RIPS, click the “Return to RIPS Process Batch” button.

5.3.1.2 Action Officer Folder

The Action Officer (AO) Folder function is designed to assign more descriptive information about the individual folders submitted by units. Completing this function provides ARIMS with index information that will be more helpful to action officers when they look for their hardcopy records in ARIMS. Different action officers are likely to use different phrases to search ARIMS for records. For example, one AO may use “**Jeep Maint**” to search for automotive maintenance records while another AO may enter “**Auto**



Maint". Without entering such terms into the AO Folder function, both action officers would fail to locate their folders.

To begin indexing action officer folders, click the "AO Folder" button at the top of the RIPS module as seen in Figure 80. Scan the barcode label on the folder and then click the "GO" button.

The screenshot shows a web browser window displaying the ARIMS RIPS module. The browser's address bar shows the URL. The page has a green header with the ARIMS logo and the text "records input processing (RIPS) ARMY RECORDS INFORMATION MANAGEMENT SYSTEM". Below the header is a navigation bar with links: HOME, RRS-A, RM-ASSIST, RIPS, MASTER INDEX, SYS ADMIN, HELP / DOWNLOADS, and LOGOUT. The main content area has a blue header with tabs: HARDCOPY RECORDS, ELECTRONIC RECORDS, and COLLECTIONS. Below this is a green header with buttons: PROCESS BATCH, AO FOLDER, CREATE BOX, and FOLDER ASSIGNMENT. The "AO FOLDER" button is selected. The main form is titled "FORM FOR ACTION OFFICER FOLDER: Enter your barcode label and click go". It contains several input fields: "Barcode Label" with a "Go" button, "Record Number", "Record Name", "Record Category", "Unit Id", and "Unit Name". There is also a section for "Enter Details: * means a required field" with fields for "Action Office Folder Title", "Keyword 1", "Keyword 2", and a "Vital" checkbox. At the bottom of the form are "Save" and "New Disposition Folder" buttons. Below the form is a message: "CLICK SAVE TO COMMIT RECORD AND PROCEED TO NEXT FOLDER". The footer contains links: Home, Search RRS-A, Links, Records Management and Declassification Agency, The Adjutant General, U.S. Army Human Resources Command, Army Home Page, Online Help Desk, Privacy & Security Notice, About ARIMS, and DoD Web Policy.

Figure 80. RIPS – AO Folder Introduction

You will see Record Number, Record Name, Record Category, unit ID, and Unit Name associated with the particular AO folder automatically complete, as shown in Figure 81.



Enter any additional titles found on either the label or folder (they may be handwritten or typed). You may also enter keywords in the two fields provided (e.g., by looking through the contents of the folder).

Then click on "Save." To enter the next folder, click on the "New Dispositional Folder" button. Continue this process until all of your AO folders have been indexed and saved.

The screenshot shows the ARIMS web application interface. At the top, there is a navigation bar with links: HOME, RRS-A, RM-ASSIST, RIPS, MASTER INDEX, SYS ADMIN, HELP / DOWNLOADS, and LOGOUT. Below this is a main menu with tabs: HARDCOPY RECORDS, ELECTRONIC RECORDS, and COLLECTIONS. Under ELECTRONIC RECORDS, there are sub-tabs: PROCESS BATCH, AO FOLDER, CREATE BOX, and FOLDER ASSIGNMENT. The 'AO FOLDER' tab is selected, displaying the 'FORM FOR ACTION OFFICER FOLDER'. The form includes the following fields and options:

- Enter Barcode**: A text box for the Barcode Label (4764735128801) and a 'Go' button.
- Record Information**: Fields for Record Number (380-40n), Record Name (Cryptonet management file), Record Category (SECURITY), Unit Id (W0VGAA), and Unit Name (USA FA CEN AND FT SILL).
- Enter Details: * means a required field**: Fields for Action Office Folder Title (*), Keyword 1, Keyword 2, and a Vital checkbox.
- Buttons**: 'Save' and 'New Disposition Folder'.
- Instructions**: 'CLICK SAVE TO COMMIT RECORD AND PROCEED TO NEXT FOLDER'.

At the bottom of the page, there are links for Home, Search RRS-A, Links, Records Management and Declassification Agency, The Adjutant General, U.S. Army Human Resources Command, Army Home Page, Online Help Desk, Privacy & Security Notice, About ARIMS, and DoD Web Policy.

Figure 81. RIPS – AO Folder – Indexing Example



5.3.1.3 Creating Boxes in ARIMS

After all of the Action Officer (AO) folders have been completed, it is time to place them into boxes. The term “box” is used to describe a container that holds hardcopy records that are stored in a records holding facility.

Figure 82 displays how to create a box. First click on the “Create Box” tab. You will be asked to select the number of boxes you wish to create from a dropdown list as illustrated in Figure 82. This will correspond to how many box labels you will need to print. After you have selected an appropriate number of boxes, click the “Next” button to move to the next step.

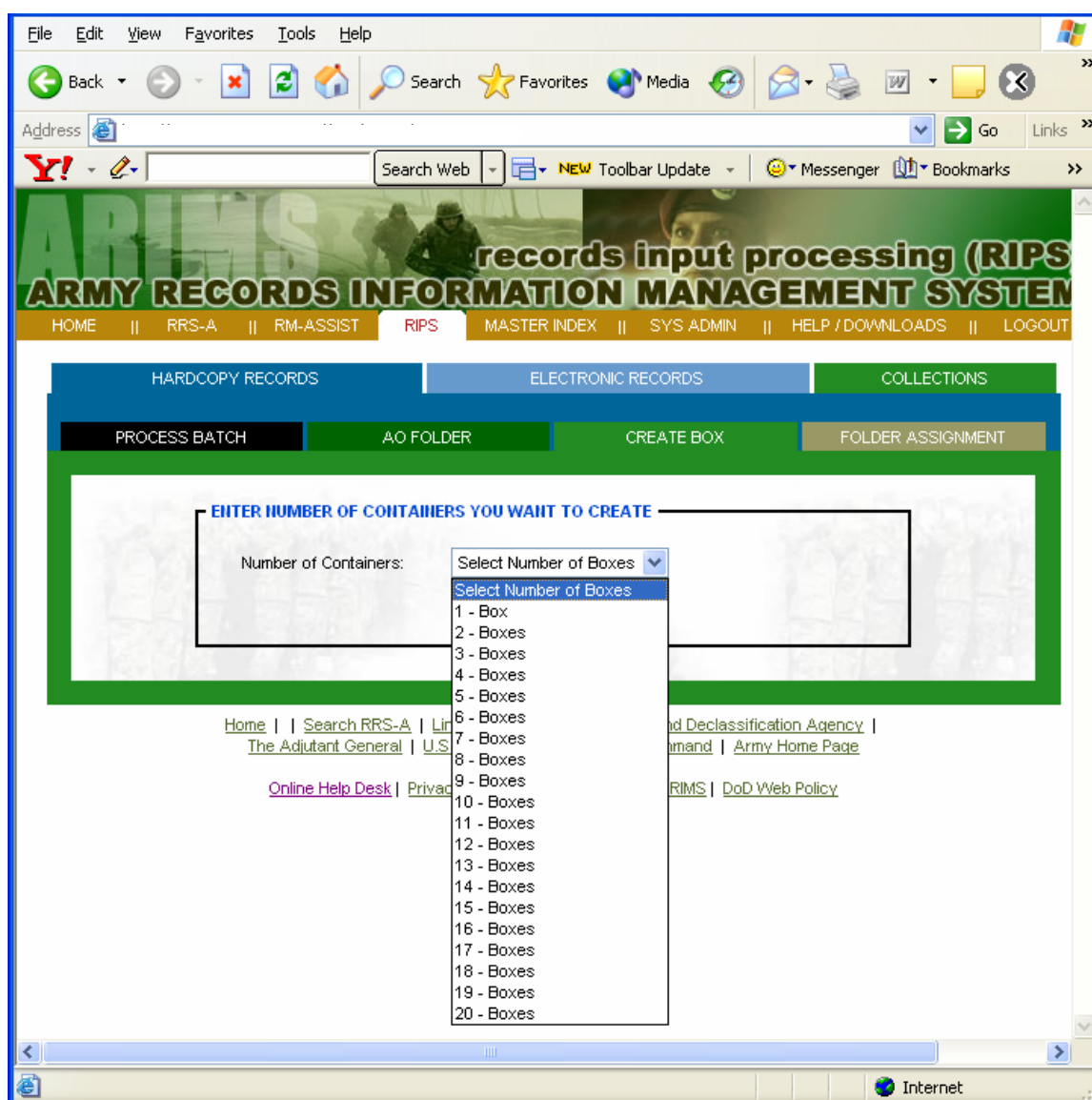


Figure 82. RIPS – Create Box – Number of Containers



In Step 2, you will be prompted to select the type of container(s) you want. Figure 83 shows the different types of containers that can be used for hardcopy storage in a records holding facility. The default selection is “A.”

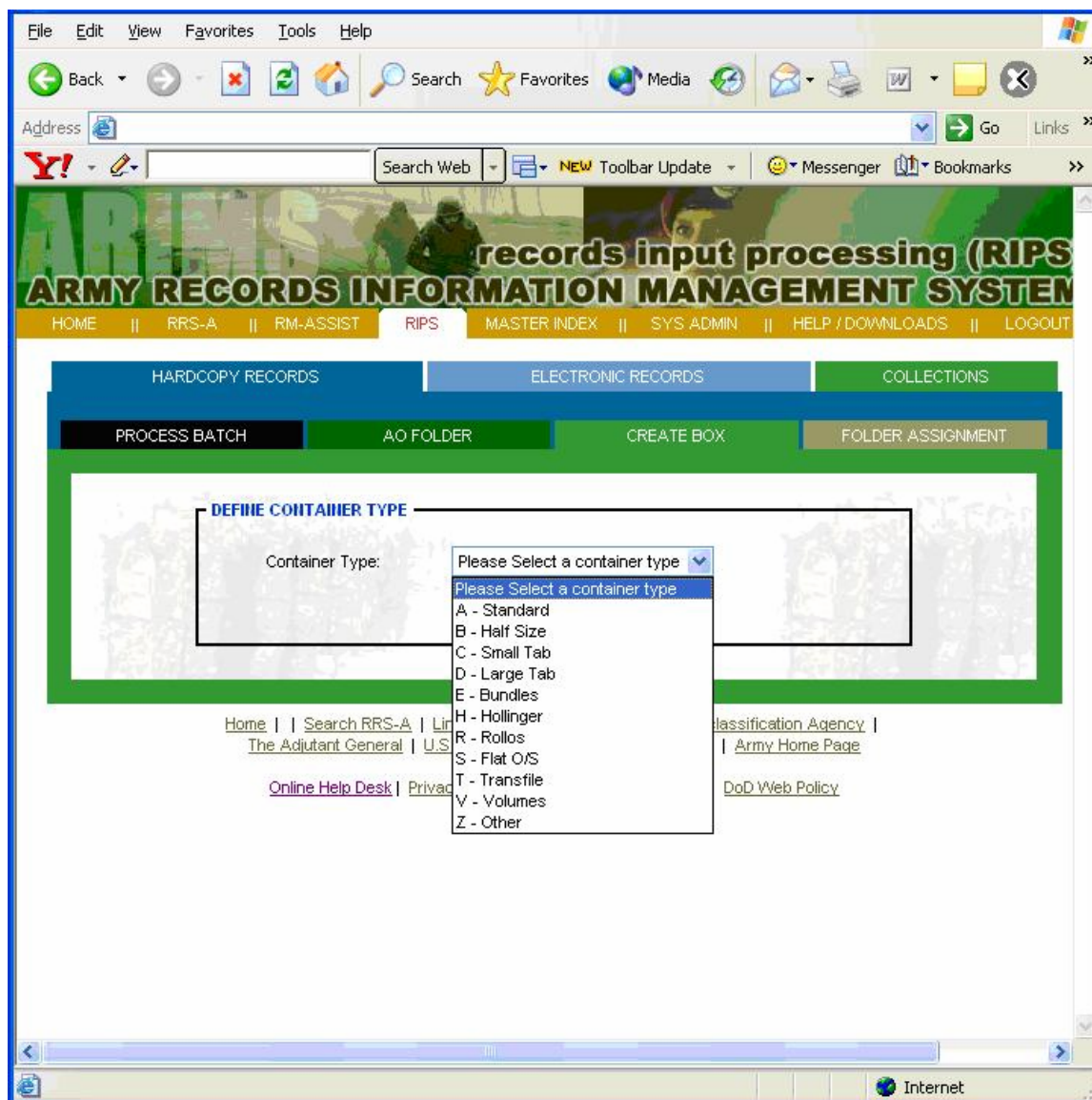


Figure 83. RIPS – Create Box Wizard – Container Type

In Step 3, you will be prompted to select the type of records that will be placed in the storage container as shown in Figure 84. The default is an “Accession Container,” which is a container filled with folders of the same retention and disposition that were created in the same calendar/fiscal year. A “Storage Container” is a container that will hold records of mixed dispositions. Use “Accession Container” for units that generate sufficient volumes of similar records that will fill up at least one box. Use the “Storage Container” option for units that only generate small volumes of records that rarely fill up an entire container.



At each step you will see “Back” and “Next” buttons. Click the “Next” button to continue to Step 4.

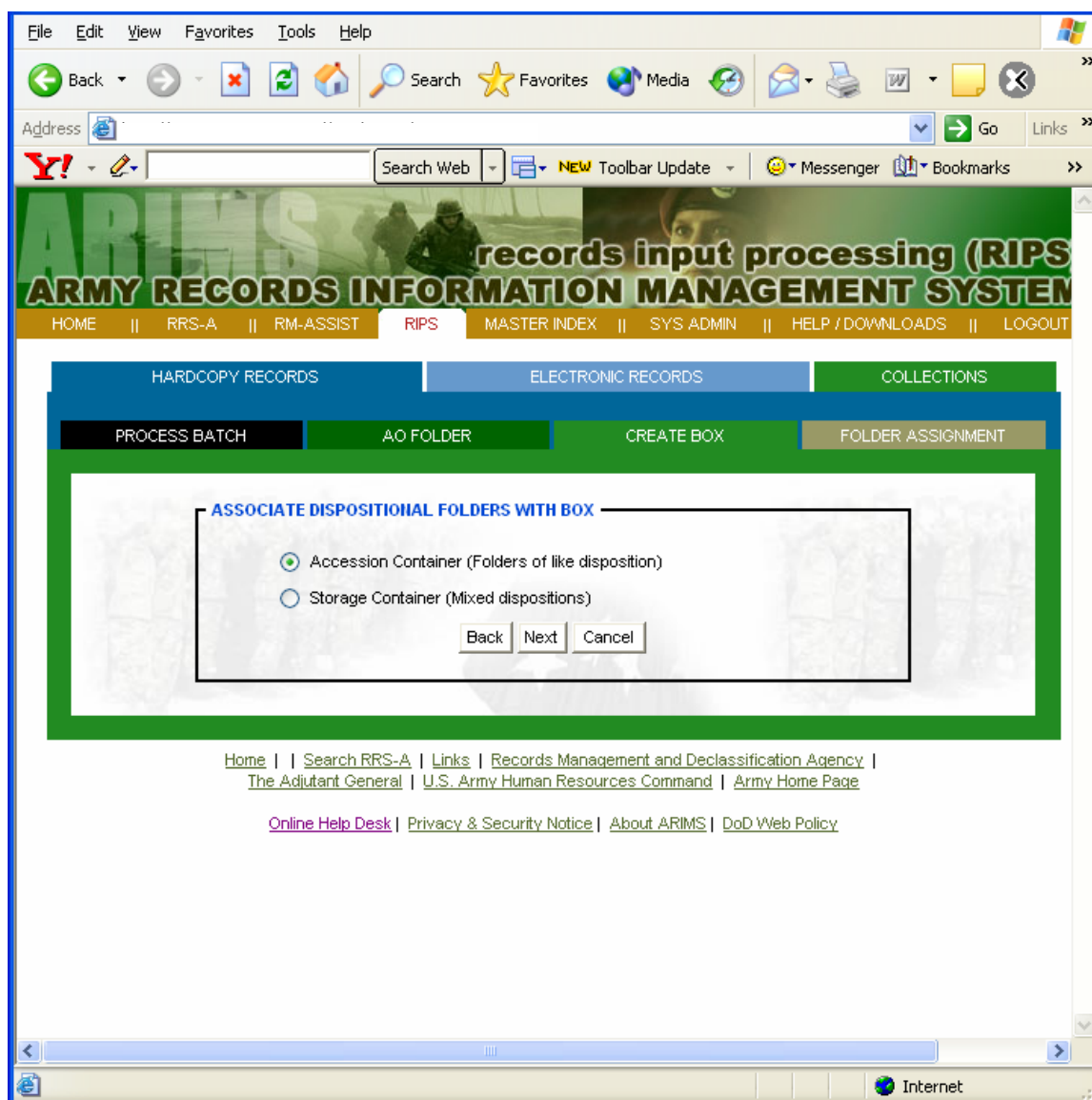


Figure 84. RIPS – Create Box – Accession Box vs. Storage Box

In Step 4, you will be asked to identify the Storage Location(s) where you intend to place the boxes within the records holding facility. These locations are based on your specific RHA. Select the designated location, as seen in Figure 85.

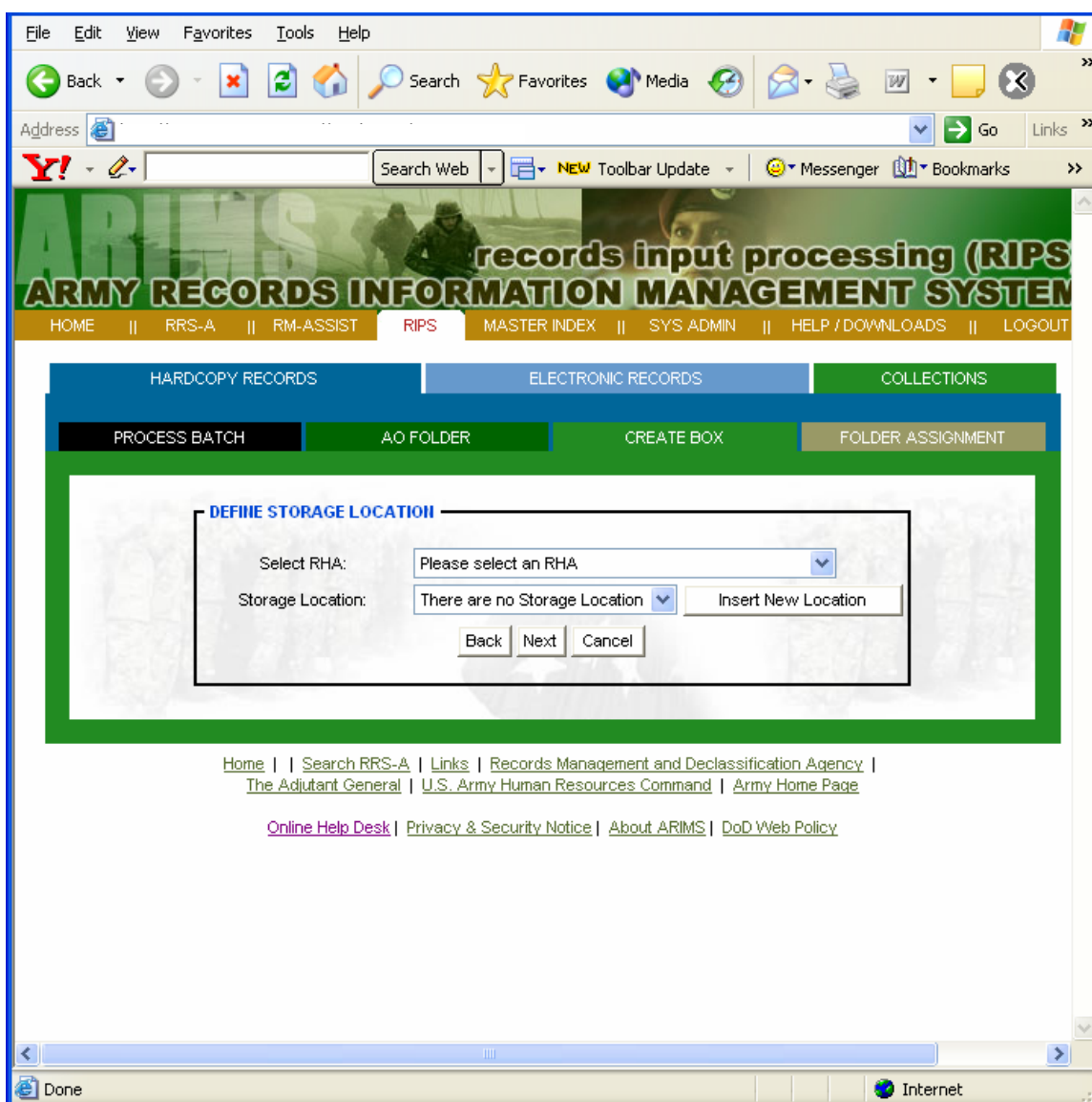


Figure 85. RIPS – Create Box – Container Location

If the desired location is not listed in the dropdown menu, you may add new locations by clicking the “Insert New Location” button next to the dropdown list. When inserting a new location, you must complete the location form with the information as shown in Figure 86. The location information is important for locating records when filling requests sent to the RHA by users accessing the Master Index module of ARIMS.



The screenshot shows a web browser window displaying the ARIMS (Army Records Information Management System) interface. The browser's address bar shows the URL. The page has a green header with the title 'ARMY RECORDS INPUT PROCESSING (RIPS) ARMY RECORDS INFORMATION MANAGEMENT SYSTEM'. Below the header is a navigation menu with links: HOME, RRS-A, RM-ASSIST, RIPS, MASTER INDEX, SYS ADMIN, HELP / DOWNLOADS, and LOGOUT. The main content area has a green border and contains a form titled 'DEFINE STORAGE LOCATION'. The form has a sub-header 'NEW STORAGE LOCATION FOR RMDA : all fields are required'. The form fields include: Storage Location (text input), Type of Location (dropdown menu with 'Please Select a container type'), Address (text input), Alt Address (text input), City (text input), State (dropdown menu with 'Please Select A State'), Country (dropdown menu with 'Please Select A Country'), Postal Code (text input), Phone (text input), Fax (text input), POC Name (text input), POC Phone (text input), and POC Email (text input). At the bottom of the form are three buttons: 'Back', 'Next', and 'Cancel'. Below the form is a footer with links: Home, Search RRS-A, Links, Records Management and Declassification Agency, The Adjutant General, U.S. Army Human Resources Command, Army Home Page, Online Help Desk, Privacy & Security Notice, About ARIMS, and DoD Web Policy. The browser's status bar at the bottom shows 'Done' and 'Internet'.

Figure 86. RIPS – Create Box – New Location

Click the “Next” button to move to Step 5.

As seen in Figure 87, in Step 5 you are prompted to provide the shelf and row information where the box(es) will be placed, to include a brief description of the newly



created box(es). This information will print out on the box labels. Click the “Next” button to move to Step 6.

File Edit View Favorites Tools Help

Back Forward Stop Reload Home Search Favorites Media Messenger Bookmarks

Address: Search Web NEW Toolbar Update Messenger Bookmarks

ARIMS records input processing (RIPS)
ARMY RECORDS INFORMATION MANAGEMENT SYSTEM

HOME || RRS-A || RM-ASSIST **RIPS** MASTER INDEX || SYS ADMIN || HELP / DOWNLOADS || LOGOUT

HARDCOPY RECORDS **ELECTRONIC RECORDS** COLLECTIONS

PROCESS BATCH **AO FOLDER** **CREATE BOX** FOLDER ASSIGNMENT

ENTER SHELF, ROW AND DESCRIPTION OF BOXES

Shelf:

Row:

Description:

Back Next Cancel

Home | Search RRS-A | Links | Records Management and Declassification Agency | The Adjutant General | U.S. Army Human Resources Command | Army Home Page

Online Help Desk | Privacy & Security Notice | About ARIMS | DoD Web Policy

Internet

Figure 87. RIPS – Create Box – Shelf/Row/Description Information

In Step 6, you will see a summary of the information you have entered about your specific boxes shown in Figure 88. If the information is correct, click the “Create Box” button to generate the barcode labels for the boxes.

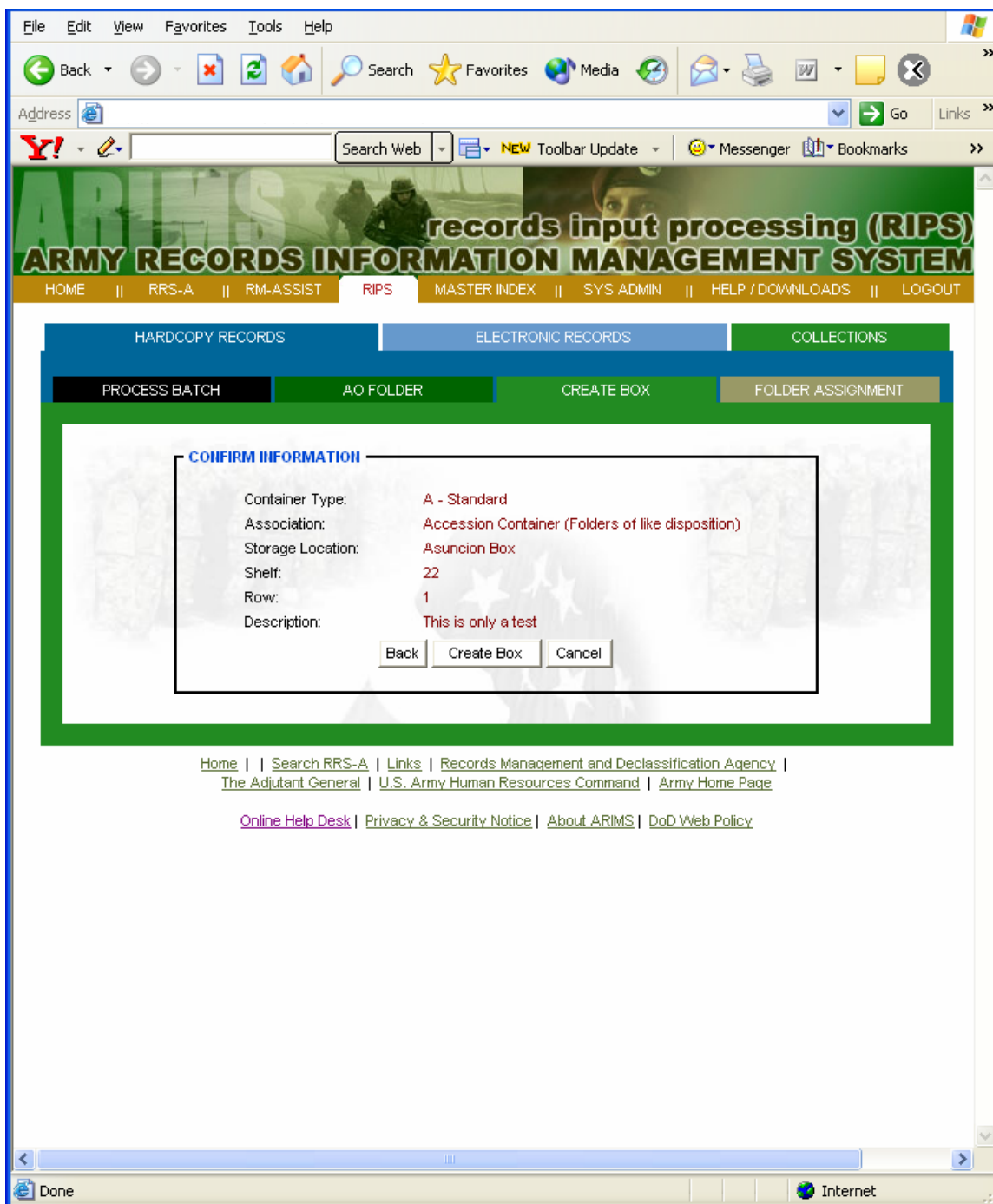


Figure 88. RIPS – Create Box – Container Information Summary

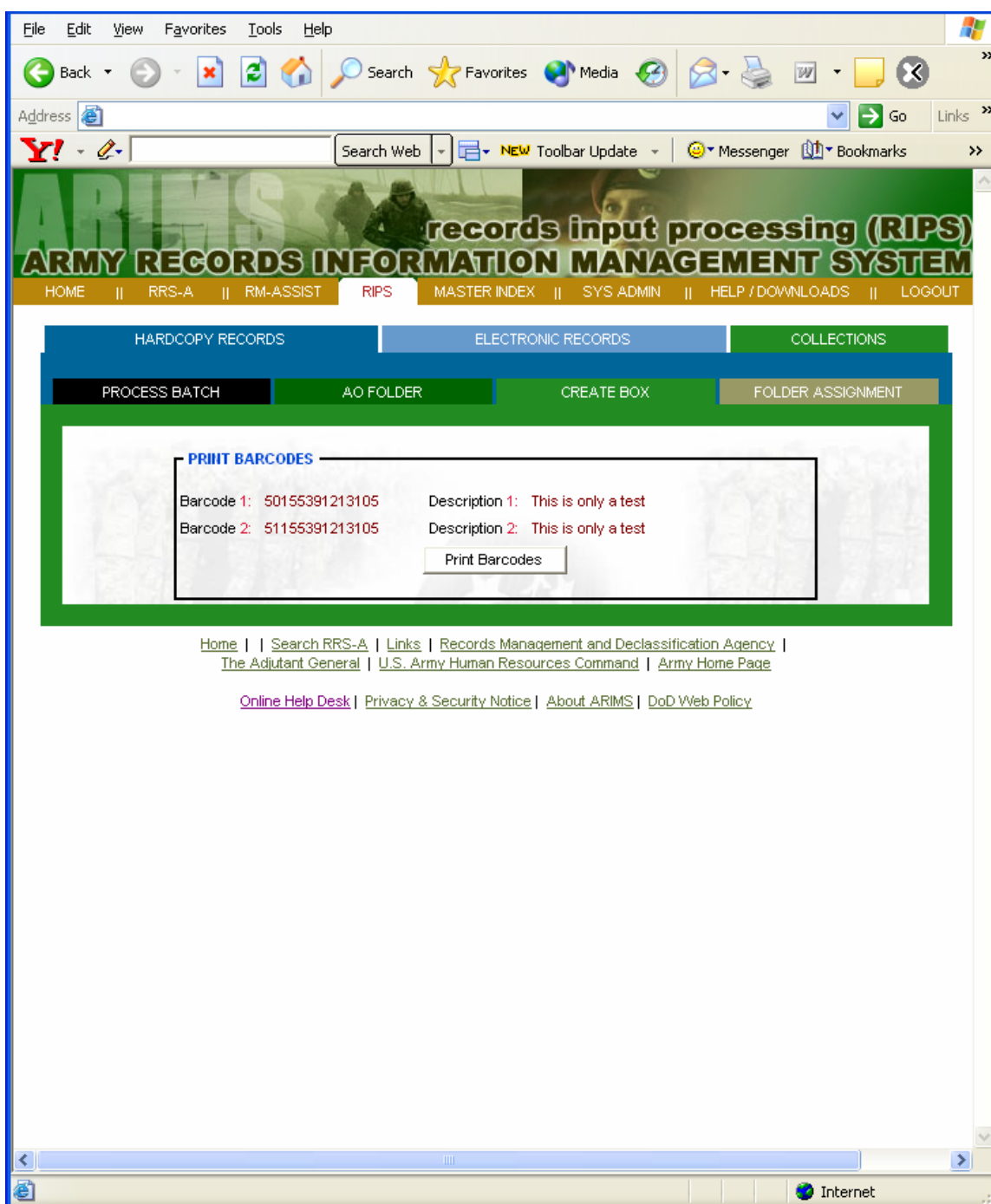


Figure 89. RIPS – Create Box – Print Barcodes

In Step 7, you will actually print the box labels. Click on the “Print Barcodes” button. Figure 90 is a sample of box barcode labels that were generated by the Create Box function.

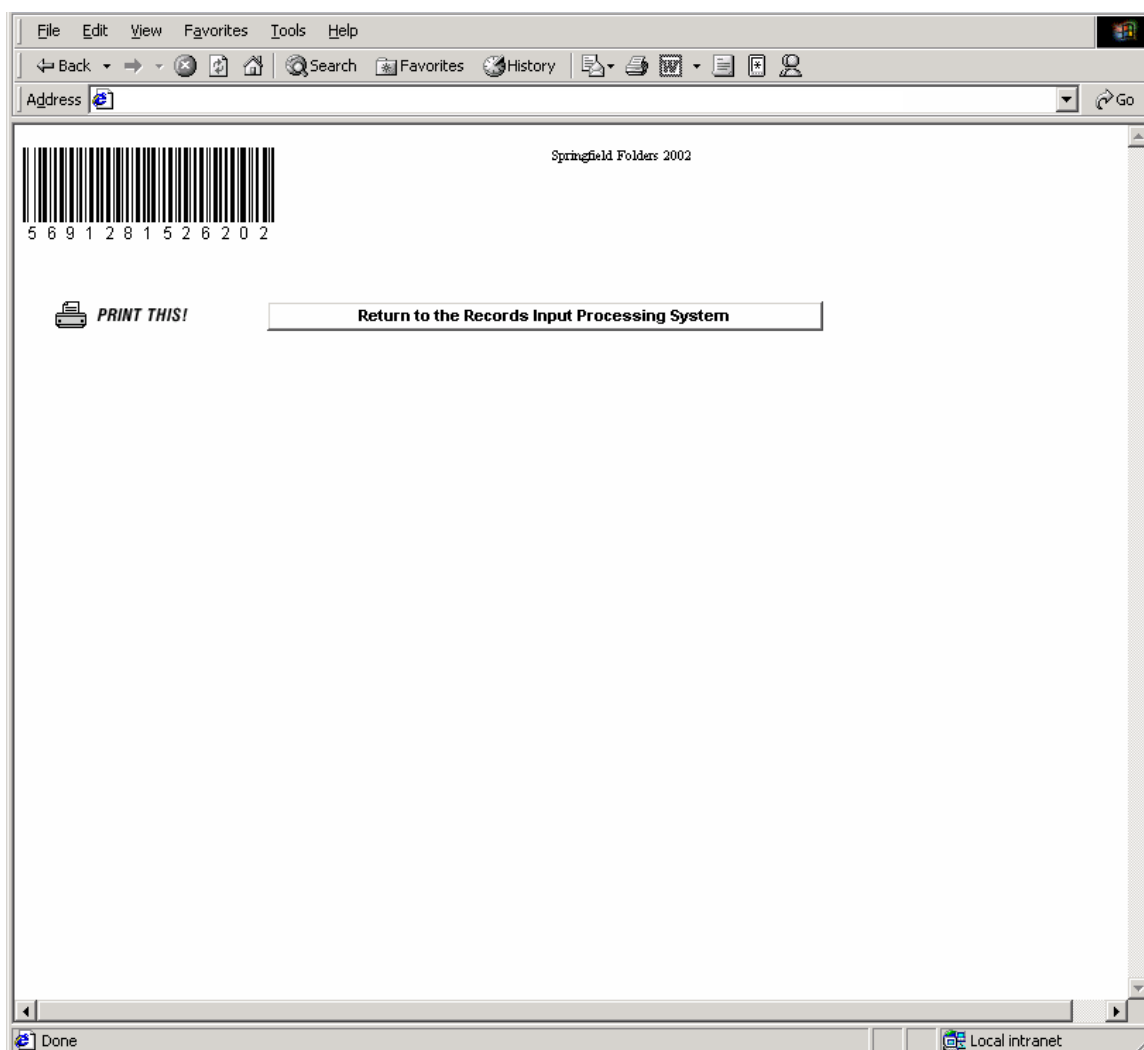


Figure 90. RIPS – Create Box – Container Barcode Labels – Print View

This screen is very similar to how barcode labels are printed in the ORL module. Click the “Print This!” button at the bottom of the page to print the barcode labels.

Note: Barcode labels are formatted for Avery 5161 folder labels. Make sure you have the correct label in your printer before you begin printing!

5.3.1.4 Folder Assignment

After the barcode labels for the folder containers have been created, the next part of RIPS is the Folder Assignment. This function gives Records Holding Area Managers the ability to Assign, Move, Transfer and Check In folders within a records holding facility.

5.3.1.4.1 Initial Folder Assignment



In the Initial Folder Assignment, Action Officer (AO) folders are assigned to the boxes that were created from the Create Box function in Section 5.2.3.

First you need to tell ARIMS which box you are working on. Select the Initial Assignment button as seen in Figure 91. You will see a form similar to that shown below. Scan the barcode on the first box. Then click on “Submit Box.”

The screenshot shows a web browser window displaying the ARIMS (Army Records Input Processing System) interface. The browser's address bar shows the URL. The page has a green header with the ARIMS logo and the text "records input processing (RIPS) ARMY RECORDS INFORMATION MANAGEMENT SYSTEM". Below the header is a navigation bar with links: HOME, RRS-A, RM-ASSIST, RIPS, MASTER INDEX, SYS ADMIN, HELP / DOWNLOADS, and LOGOUT. The main content area has a blue sidebar with buttons: HARDCOPY RECORDS, ELECTRONIC RECORDS, and COLLECTIONS. The central area has a grid of buttons: PROCESS BATCH, AO FOLDER, CREATE BOX, FOLDER ASSIGNMENT, INITIAL ASSIGNMENT, MOVE FOLDERS, TRANSFER FOLDERS, and CHECK-IN FOLDERS. The "INITIAL ASSIGNMENT" button is highlighted. Below the grid is a form titled "INITIAL ASSIGNMENT: Please enter the required information in the text boxes." with a text input field for "Box Barcode ID:" and two buttons: "Submit Box" and "Clear All". At the bottom of the page are links: Home, Search RRS-A, Links, Records Management and Declassification Agency, The Adjutant General, U.S. Army Human Resources Command, Army Home Page, Online Help Desk, Privacy & Security Notice, About ARIMS, and DoD Web Policy.

Figure 91. RIPS – Folder Assignment – Initial Assignment



In Step 2, you will be prompted to scan the barcode of the first folder you plan to place in the box, as shown in Figure 92.

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Messenger Bookmarks

Address Search Web NEW Toolbar Update Messenger Bookmarks

ARIMS records input processing (RIPS)
ARMY RECORDS INFORMATION MANAGEMENT SYSTEM

HOME || RRS-A || RM-ASSIST **RIPS** MASTER INDEX || SYS ADMIN || HELP / DOWNLOADS || LOGOUT

HARDCOPY RECORDS ELECTRONIC RECORDS COLLECTIONS

PROCESS BATCH AO FOLDER CREATE BOX FOLDER ASSIGNMENT

INITIAL ASSIGNMENT MOVE FOLDERS TRANSFER FOLDERS CHECK-IN FOLDERS

INITIAL ASSIGNMENT: Please enter the required information in the text boxes.

Box Barcode ID: 4764735128801

Folder Barcode ID:

Back Next Folder Initial Done

Home | | Search RRS-A | Links | Records Management and Declassification Agency |
The Adjutant General | U.S. Army Human Resources Command | Army Home Page

[Online Help Desk](#) | [Privacy & Security Notice](#) | [About ARIMS](#) | [DoD Web Policy](#)

Done Internet

Figure 92. RIPS – Folder Assignment – Initial Assignment Example

Scan your folder barcode as seen in Figure 93.



Click on the “Next Folder” button if you have more folders to scan and place in the box.
When the box is full, click the “Initial Done” button.

The screenshot shows a web browser window displaying the ARIMS (Army Records Information Management System) homepage. The browser's address bar shows the URL. The page has a navigation bar with links: HOME, RRS-A, RM-ASSIST, RIPS, MASTER INDEX, SYS ADMIN, HELP / DOWNLOADS, and LOGOUT. Below the navigation bar, there are three main sections: HARDCOPY RECORDS, ELECTRONIC RECORDS, and COLLECTIONS. Under ELECTRONIC RECORDS, there are buttons for PROCESS BATCH, AO FOLDER, CREATE BOX, and FOLDER ASSIGNMENT. The 'FOLDER ASSIGNMENT' button is highlighted. Below this, there are buttons for INITIAL ASSIGNMENT, MOVE FOLDERS, TRANSFER FOLDERS, and CHECK-IN FOLDERS. The 'INITIAL ASSIGNMENT' button is highlighted. A modal window is displayed in the center of the page, titled 'INITIAL ASSIGNMENT: Please enter the required information in the text boxes.' It contains two text input fields: 'Box Barcode ID:' with the value '4764735128801' and 'Folder Barcode ID:' with the value '987654332111'. Below the input fields are three buttons: 'Back', 'Next Folder', and 'Initial Done'. The 'Next Folder' button is highlighted. At the bottom of the page, there is a footer with links: Home, Search RRS-A, Links, Records Management and Declassification Agency, The Adjutant General, U.S. Army Human Resources Command, Army Home Page, Online Help Desk, Privacy & Security Notice, About ARIMS, and DoD Web Policy.

Figure 93. RIPS – Folder Assignment – Initial Assignment – Scan Folder Barcode

5.3.1.4.2 Move Folders



The Move folders scenario is designed to track the movement of folders between boxes within a records storage facility. This may be needed if you are reorganizing a records facility and are consolidating boxes. The Move Folders uses exactly the same procedure as the Initial Folder Assignment function.

The screenshot displays the ARIMS RIPS (Records Input Processing) web application interface. The browser window shows the address bar and various toolbars. The main content area features a navigation menu with options like HOME, RRS-A, RM-ASSIST, RIPS, MASTER INDEX, SYS ADMIN, HELP / DOWNLOADS, and LOGOUT. Below this, there are tabs for HARDCOPY RECORDS, ELECTRONIC RECORDS, and COLLECTIONS. The RIPS tab is active, showing a sub-menu with options: PROCESS BATCH, AO FOLDER, CREATE BOX, FOLDER ASSIGNMENT, INITIAL ASSIGNMENT, MOVE FOLDERS, TRANSFER FOLDERS, and CHECK-IN FOLDERS. The MOVE FOLDERS option is highlighted. A form titled "MOVE FOLDERS: Please enter the required information in the text boxes." is displayed, containing a "Box Barcode ID:" label and a text input field. Below the input field are two buttons: "Submit Box" and "Clear All". At the bottom of the page, there are links for Home, Search RRS-A, Links, Records Management and Declassification Agency, The Adjutant General, U.S. Army Human Resources Command, Army Home Page, Online Help Desk, Privacy & Security Notice, About ARIMS, and DoD Web Policy.

Figure 94. RIPS – Folder Assignment – Move Folder



Similar to the Initial Folder Assignment function, you need to supply the box barcode label ID as shown in Figure 95. This tells ARIMS into what box a folder is being placed. You are then prompted to enter the folder barcode label ID. By clicking “Next Folder”, as seen in Figure 95, the folder is now associated with the new box.

The screenshot displays the ARIMS RIPS (Records Input Processing) web application. The browser window shows the ARIMS logo and navigation links. The main menu includes options like HOME, RRS-A, RM-ASSIST, RIPS, MASTER INDEX, SYS ADMIN, HELP / DOWNLOADS, and LOGOUT. The RIPS section is active, showing sub-menus for HARDCOPY RECORDS, ELECTRONIC RECORDS, and COLLECTIONS. The 'MOVE FOLDERS' dialog box is prominently displayed, asking for Box Barcode ID and Folder Barcode ID. The Box Barcode ID is 5781733128801 and the Folder Barcode ID is 9876543211011. The dialog also includes 'Back', 'Next Folder', and 'Move Done' buttons. At the bottom of the page, there are links for Home, Search RRS-A, Links, Records Management and Declassification Agency, The Adjutant General, U.S. Army Human Resources Command, Army Home Page, Online Help Desk, Privacy & Security Notice, About ARIMS, and DoD Web Policy.

Figure 95. RIPS – Folder Assignment – Move Folder Example



When the moving of all folders into new boxes or containers is completed, click on the “Move Done” button to finish the task.

5.3.1.4.3 Check-In Folders

The Check-In Folders function gives Records Holding Area Managers the ability to replace folders that were pulled from a box in response to a records request that are being returned to the original box.

Figure 96 below displays the Checking In folders function. Since you are returning the folder to its original box, you only need to scan the folder barcode label ID and then click on the “Check In Done” button to save your move.

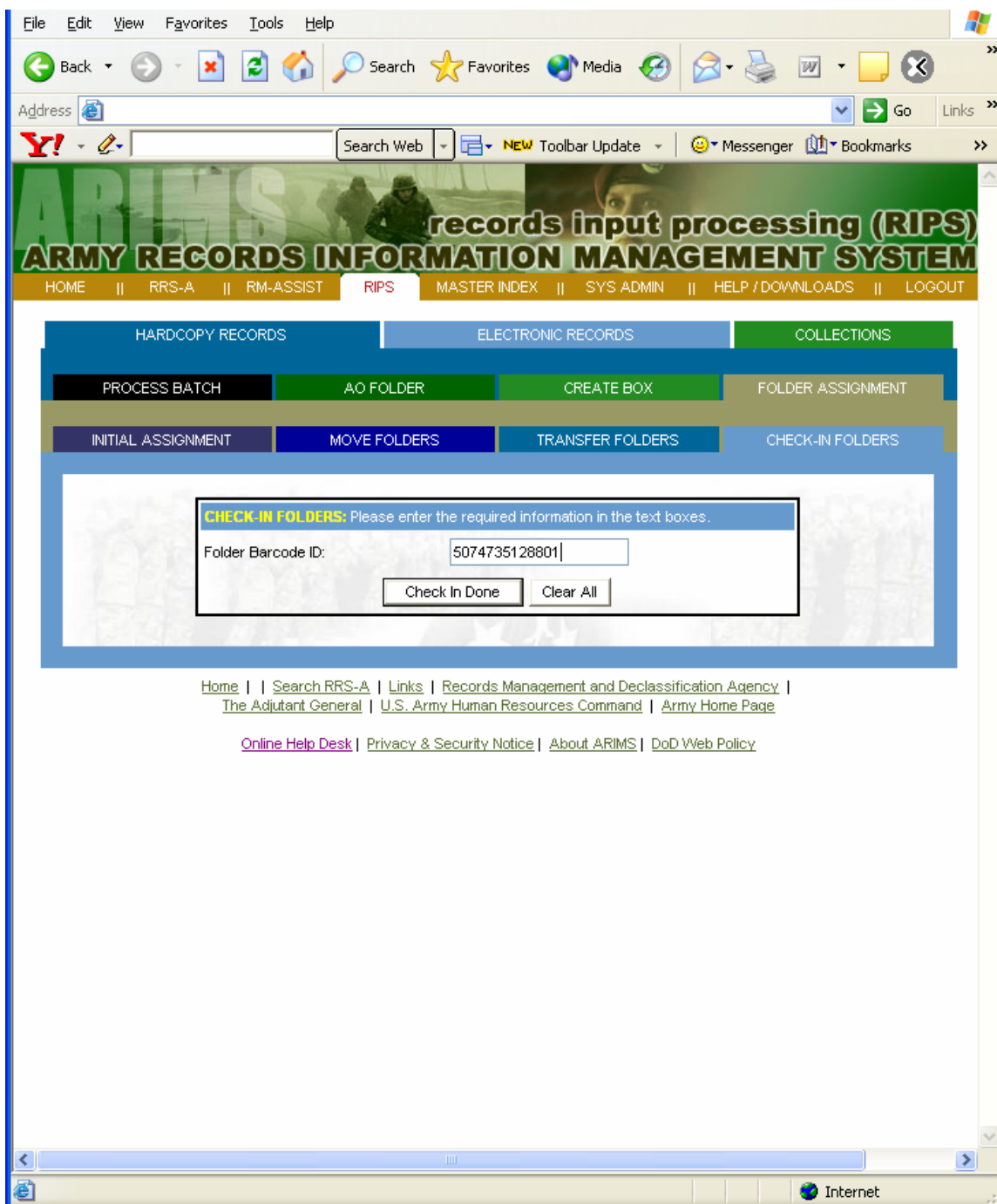


Figure 96. RIPS – Folder Assignment – Check-In Folders

5.3.1.4.4 Transferring Folders

Use the Transfer Folder function to move folders to another physical storage facility. Figure 97 shows an example of the Transfer Folder function.



To transfer a folder to another storage facility, Select a RHA, then a Storage Location. Next scan the folder barcode ID and then select the new location. Then click the “Transfer Done” button to save your transfer.

The screenshot shows a web browser window displaying the ARIMS RIPS interface. The browser's address bar shows the URL <http://www.arims.mil>. The page header includes the ARIMS logo and the text "records input processing (RIPS) ARMY RECORDS INFORMATION MANAGEMENT SYSTEM". The navigation menu includes links for HOME, RRS-A, RM-ASSIST, RIPS, MASTER INDEX, SYS ADMIN, HELP / DOWNLOADS, and LOGOUT. The main content area is divided into three tabs: HARDCOPY RECORDS, ELECTRONIC RECORDS, and COLLECTIONS. Under the ELECTRONIC RECORDS tab, there are several buttons: PROCESS BATCH, AO FOLDER, CREATE BOX, FOLDER ASSIGNMENT, INITIAL ASSIGNMENT, MOVE FOLDERS, TRANSFER FOLDERS, and CHECK-IN FOLDERS. The "TRANSFER FOLDERS" button is highlighted. A form titled "TRANSFER FOLDERS: Please enter the required information in the text boxes." is displayed. The form contains the following fields: "Select RHA:" with a dropdown menu showing "WNRC-Fort Belvoir", "Storage Location:" with a dropdown menu showing "Asuncion Box", and "Folder Barcode ID:" with a text box containing "7031733128801". There are two buttons at the bottom of the form: "Transfer Done" and "Clear All". At the bottom of the page, there are several links: Home, Search RRS-A, Links, Records Management and Declassification Agency, The Adjutant General, U.S. Army Human Resources Command, Army Home Page, Online Help Desk, Privacy & Security Notice, About ARIMS, and DoD Web Policy.

Figure 97. RIPS – Folder Assignment – Transfer Folders



5.3.2 RIPS Backfile Indexing

The Backfile Indexing sub-module of RIPS is used to input hardcopy and electronic records from 2003 to present fiscal or calendar years into ARIMS.

Indexed records using the Backfile Indexing function are included in the Master Index search module.

5.3.2.1 Entering Hardcopy Records to ARIMS Using Backfile Indexing

Two steps are required to index hardcopy records from past calendar or fiscal years into ARIMS:

STEP 1) Printing folder labels based on the ORL

STEP 2) Indexing the record.

When indexing records from more than one previous year, the process steps must be completed for each year. (See the RIPS module section in the User's Guide for more information).

5.3.2.1.1 STEP 1: PRINT ORL LABELS

1. In the **RM-ASSIST** module, click to select the ORL for the desired previous year. If an ORL does not exist for the year being indexed, create one accordingly (for more information on creating ORLs, refer to RM-Assist module section in the User's Guide). NOTE: Prior years are limited to 2003, the year of the effective date of AR 25-400-2, The Army Records Information Management System (ARIMS).

MACOM: HQDA
RHA: RMDA (HQDA)
UNIT: RECORD MGMT AND DECLASS AGENCY
OFFICE SYMBOL: AHRC-PDD-ZO

(1) To Create an ORL ? Select the *Create ORL* button and enter name
(2) To Update/View an ORL ? Select the *ORL Name*

[\[VIEW ACTIVE ORLs\]](#)

Name	Year	Approved	Active
Operations >>	2003	Approved	No

Create ORL Update ORL Rename ORL Copy ORL View ORL Print ORL/Label

*** Please use the COPY ORL button, to save an existing ORL as a new one.**

Figure 98. RIPS – Back-file Indexing – Select ORL to Print Folder Labels

2. Click on the **Print ORL/Label** button.



3. On the Print ORL screen click on the Print Labels button.

PRINT ORL - Operations

Print ORL Summary	Print ORL Detail	Print Labels	Return to RM-Assist
-------------------	------------------	--------------	---------------------

3 Record(s) found. Page 1 of 1

REC. CATEGORY	REC. TITLE	REC. TYPE	PERM	DISP. AUTH	PRIV. ACT NO.	REC. NUM.	PRES DIR.	STAT
ADMINISTRATION	Agency and command planning files - Office responsible for preparation and issue	T	Yes	NC-AU-75-24	NA	1-1p1	1-1	A
HOUSEKEEPING FILES	Office record transmittals	K	No	NN-166-204	NA	1g		A
INFORMATION MANAGEMENT	Archival test film transmittal files - Office with Army-wide responsibility: tests involving permanent records	K	No	GRS 16, item 10a	NA	25-1iii1	25-1	A

Figure 99. RIPS – Back-file Indexing – Select Print Labels button from PRINT ORL screen

4. On the Print Labels screen, enter the number of labels needed for each record instruction in the appropriate **PRINT NUM** text box. Click on the red **Print Labels** button. Another screen (Figure 100) will display the barcode labels.

PRINT LABELS - OPERATIONS

USE THE CHECK BOX TO SELECT ANY RECORD

		Print ORL Detail	Print ORL Summary	Return to RM-Assist
--	--	------------------	-------------------	---------------------

PRINT NUM	REC. CATEGORY	REC. TITLE	T/K	PERM	DISP. AUTH	PRIV. ACT NO.	REC. NUM.	PRES DIR.
<input type="checkbox"/>	ADMINISTRATION	Agency and command planning files - Office responsible for preparation and issue	T	Yes		NA	1-1p1	1-1
<input type="checkbox"/>	HOUSEKEEPING FILES	Office record transmittals	K	No		NA	1g	
<input type="checkbox"/>	INFORMATION MANAGEMENT	Archival test film transmittal files - Office with Army-wide responsibility: tests involving permanent records	K	No		NA	25-1iii1	25-1

Reset Form

Figure 100. RIPS – Back-file Indexing – Select number of labels to print

5. When the barcode labels for the selected instructions are displayed on the screen, load the label sheet(s) properly and click on the “**PRINT THIS!**” icon located at the bottom of the page to send the labels to the printer.

 5 9 8 2 8 5 6 1 1 2 6 5 0 4 0	<p>TP Program and budget guidance - Officer of the DA Staff responsible for preparation, approval, and issue (24)NA</p> <p>Keep until NLN, or RHA</p>
 PRINT THIS!	PLEASE ONLY PRINT ONE COPY OF BARCODES

Figure 101. RIPS – Back-file Indexing – Printing Barcode Labels



5.3.2.1.2 STEP 2: INDEX RECORDS

After the barcode labels have been printed and placed on the appropriate folders, follow these steps to index a hardcopy record into ARIMS. Note that you cannot index a hardcopy record into ARIMS without first creating a batch (Refer to section 5.2.1 in the ARIMS User's Guide).

1. Click on the **RIPS** tab menu.
2. Select **HARDCOPY RECORDS** menu item.
3. Select the **PROCESS BATCH** tab under **HARDCOPY RECORDS** (Figure 102).

PROCESS BATCH INSTRUCTIONS:
(1) Create Batch — Allows you to enter a new Batch description. *Click on Create Batch button.*
(2) Process Batch — Displays the scan disposition folder form. *Select the Batch ID. Click Process Batch button.*
(3) Close Batch — Closes the Batch that was created by you only. *Select the Batch ID. Click Close Batch button.*

Description	Date Created	Created By	Status
Test Batch	9/17/2001	John T. Batzer	Closed
TestBatch2	10/29/2001	John T. Batzer	Closed
Test Batch 3	12/10/2001	John T. Batzer	Open
Test Batch 4	4/25/2002	John T. Batzer	Closed
Joceline Batch	2/19/2003	John T. Batzer	Closed
Special Collections	7/7/2003	John T. Batzer	Open
hany batch	7/24/2003	John T. Batzer	Open
Daston test batch001	4/22/2004	John T. Batzer	Open
Daston Batch Testing	4/23/2004	John T. Batzer	Open
New Batch	4/27/2004	John T. Batzer	Open
BATCH	4/29/2004	John T. Batzer	Open

Create Batch Rename Batch Process Batch Close Batch Print Batch

Figure 102. RIPS – Back-file Indexing – Batch Processing Screen

4. Select the appropriate batch and click on the **Process Batch** button. A blank input form is displayed.
5. To complete the input form, click on the Barcode textbox and scan the barcode on the folder label. Then click the **Go** button. This populates the **Record Category**, **Record Name**, **Record Number**, **Unit Identifier** and **Unit Name** fields. (Figure 103).



NOTE: If you do not have a barcode reader, type in the barcode number

Form for Scan Disposition Folders

Instructions: Enter the barcode label. Click the Go Button. All the required fields are marked with *

Barcode*	<input type="text"/>	Go			
Batch ID:	<input type="text" value="104"/>	Date Created:	<input type="text" value="2/9/2004 2:18:56 PM"/>		
Record Category:	<input type="text"/>	Record Name:	<input type="text"/>	Record Number:	<input type="text"/>
Unit Identifier:	<input type="text"/>	Unit Name:	<input type="text"/>		
Restriction ID*	<input type="text" value="Z - No Restriction"/>	Begin Date	<input type="text"/>		
Media Type*	<input type="text" value="P - Paper"/>	End Date	<input type="text"/>		
Security Classification*	<input type="text" value="U - Unclassified"/>	Disposition Action*	<input type="text" value="Destroy after retention period expires"/>		
Downgraded Classification Date	<input type="text"/>				

Save Cancel Back To List

Figure 103. RIPS – Back-file Indexing – Hardcopy Record Indexing Screen

6. Fill in all required fields with the appropriate data.

NOTES ABOUT THE FORM:

- **Begin Date** is the date of the earliest document in the folder
 - **End Date** is the date of the latest document in the folder
 - Only complete the blocks for **Security Classification** and **Downgraded Classification Date** if you are using ARIMS-C (for Classified records).
7. Click on the **Save** button to submit the record.
8. If you are indexing a hardcopy record for a **Special Collection**, select the name of the Special Collection to which the record belongs from the pull down menu.

Special Collection - a collection of records that has historical significance to the Army. A Special Collection can consist of both "T" (long term and permanent) and "K" (short term) records; a single retention is assigned to the entire collection that overrides the retention of any of the records within it. Good examples of Special Collections are operational records: Operation Desert Storm, Operation Enduring Freedom.



Only USARMDA has the authority to add to, or modify, the **Special Collection** list. If you are indexing records for a Special Collection that does not appear on the list, contact the ARIMS [Online Help Desk](#) to begin the process to have it added.

5.3.2.2 Submitting Electronic Records to ARIMS using Backfile Indexing

Although an ORL is not required to upload ELECTRONIC RECORDS to the Army Electronic Archive, it is highly suggested that one is created to assist in the indexing and storage of the records. To create an ORL for backfile indexing, follow the instructions in Section 5.1.2 Creating an ORL.

5.3.2.2.1 Step by Step Instructions to Upload and Index e-Records using RIPS Backfile Indexing

The following are the steps to upload and index electronic records into ARIMS. Electronic records are uploaded and indexed one at a time.

You cannot upload and index a record into ARIMS without first identifying the unit for which the record is being submitted.

5.3.2.2.2 STEP 1: UNIT SELECTION:

1. Click on the ELECTRONIC RECORDS tab option.
2. Click on the red **Go to Unit Selection** button located near the bottom of the webpage.

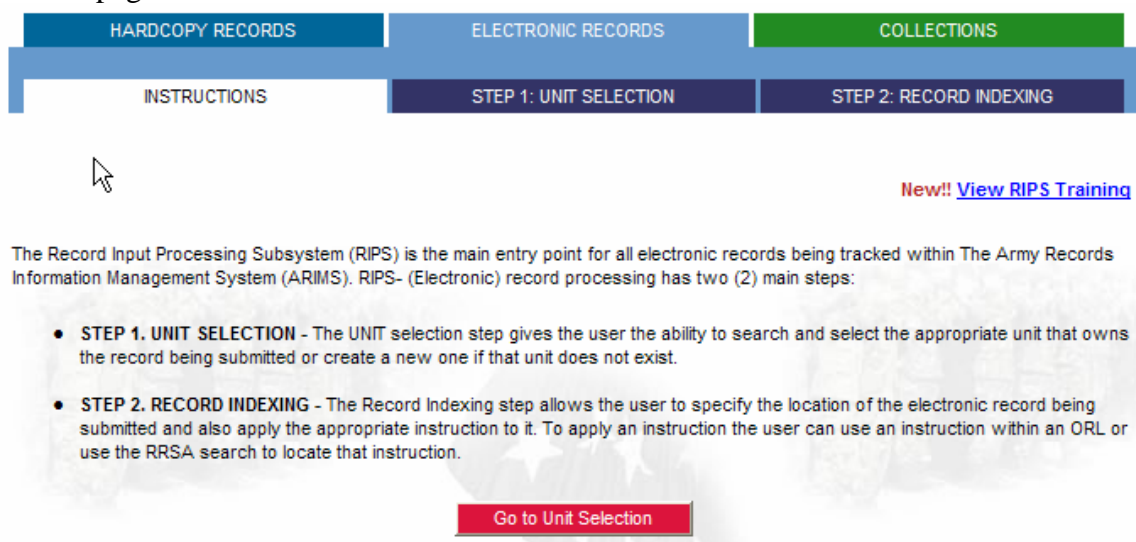


Figure 104. RIPS – Back-file Indexing – ARIMS with ELECTRONIC RECORDS sub-menu tab selected.



3. Enter the Major Command (MACOM), unit name and/or UIC criteria into the appropriate text boxes and click on the **Search Unit** button.

ELECTRONIC RECORDS INDEXING: UNIT SEARCH AND SELECTION

Notice: Before proceeding with the backfile uploading process, you must know your **Unit Identification Code** or **Unitname**. Please type your UIC or Unitname in their respective box and click go to retrieve all units that match the criteria specified.

Enter your Search String for Unit Identification Code or Unit Name

Unit Name: ☐ And ☒ Or

UIC:

Search Unit

Figure 105. RIPS – Electronic File Indexing – Unit search screen with sample search criteria

4. From the **Search Unit** result hit list, select the appropriate unit by clicking on the Select button next to the Unit Identification Code, and then clicking on the **Proceed to Record Indexing** button. This will take you to Step 2.

ELECTRONIC RECORDS INDEXING: UNIT SEARCH AND SELECTION

You searched for units containing 'w' in the UIC And 'records' in the unit name.

Proceed to Record Indexing Search Again

4 Record(s) found. Page 1 of 1

AC	UNIT NAME	CITY	STATE	ZIP CODE	COUNTRY
<input type="checkbox"/> W1FBAA	Records Management	West Point	NY	10996	United States of America
<input checked="" type="checkbox"/> W33DL8	DOIM RECORDS MANAGEMENT SUPPORT BRANCH	FORT STEWART	GA	31314	United States of America
<input type="checkbox"/> W3SB01	CRIME RECORDS CENTER DPA	MIDDLE RIVER	MD	21220	United States of America
<input type="checkbox"/> W3Y1AA	USA CRIME RECORDS CENTER	FORT BELVOIR	VA	22060	United States of America

4 Record(s) found. Page 1 of 1

Proceed to Record Indexing Search Again

Figure 106. RIPS – Electronic File Indexing – Unit Search Result screen showing sample unit search result.

5.3.2.2.3 STEP 2: RECORD INDEXING:



The **UIC** and **Unit name** fields are automatically filled in with the information of the unit selected.

The **Unit Name** and **UIC** fields are automatically filled in with the appropriate information from the unit selected in the previous step.

BackFileUnitSearch - Microsoft Internet Explorer provided by RMDA Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Messenger Bookmarks

Address Search Web NEW Toolbar Update Messenger Bookmarks

HARDCOPY RECORDS ELECTRONIC RECORDS COLLECTION

INSTRUCTIONS STEP 1: UNIT SELECTION STEP 2: RECORDS INDEXING AEA RECORDS CLASSIFICATION

ELECTRONIC RECORD INDEXING : UPLOAD RECORD

Notice: Before proceeding with the Upload process, click on the browse button to select the record to upload from your file system and then click on the upload record button.

* Denotes required fields

Unit Name: OFC ASA MAP-RES AFFAIRS
UIC: W00SAA

Office Symbol: samr-fmmr
Office Records List: 2004 - SAMR-FMMR
ORL Record Number and Title: 1b Office general management...

Record Number *: 1b [View detail of record instruction](#)
Search Instructions

Path of File to Upload *: C:\Documents and Settings Browse...
Subject: *Although not required, adding relevant subject to the record will facilitate later retrieval.*
Year of creation: 2004

Upload Record Select Another Unit

Only select the Special Collection below if you are indexing records that fall under one of the listed collections.
Review section on Special Collections in the [User's guide](#)

Special Collections: Please Select A Special Collection

[Home](#) | [Search RRS-A](#) | [Links](#) | [Records Management and Declassification Agency](#) | [The Adjutant General](#) | [U.S. Army Human Resources Command](#) | [Army Home Page](#)
[Online Help Desk](#) | [Privacy & Security Notice](#) | [About ARIMS](#) | [DoD Web Policy](#)

Internet



Figure 107. RIPS – Electronic File Indexing – Record Indexing and uploading screen.

1. Select the Office Symbol from the **Office Symbols** dropdown list. Note that the Office Symbol is not required and the dropdown list may be empty.
2. Select the Office Record List (ORL) from the **Office Record List** drop down list. Note that the ORL drop down list will only be displayed when an office symbol is selected.
3. Select a record instruction from the **ORL Record Instructions** drop down list. If the instruction does not exist, click on the **Search Instructions** button to search for an instruction from the Record Retention Schedule-Army (RRS-A) module (refer to the User's Guide on how to use the RRS-A Search module). Note that if an instruction is selected that does not currently exist in the selected ORL, it will automatically be added.
4. If you are indexing records for a **Special Collection**, select the name of the collection from the drop down list located near the bottom of the page.

Special Collection - a collection of records that has historical significance to the Army. A Special Collection can consist of both "T" (long term and permanent) and "K" (short term) records, a single retention is assigned to the entire collection that overrides the retention of any of the records within it. Good examples of Special Collections are operational records: Operation Desert Storm, Operation Enduring Freedom.

Only USARMDA has the authority to add to, or modify, the **Special Collection** list. If you are indexing records for a Special Collection that does not appear on the list, contact the ARIMS [Online Help Desk](#) to begin the process to have it added.

5. Click on the **Browse** button to select the electronic record you wish to upload. This will open the **Choose file** dialog box, prompting you to select the electronic record to be uploaded (see Figure 108).

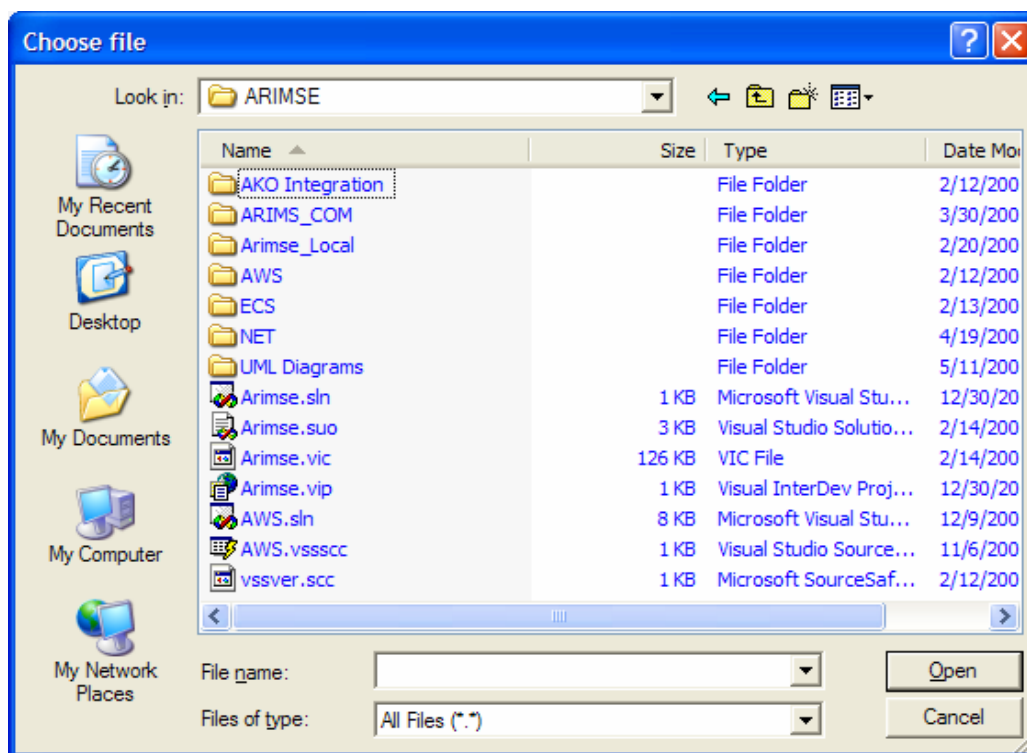


Figure 108. RIPS – Electronic File Indexing – Browse and choose file.

6. Other identifying information can be entered about the electronic record, such as the Subject of the record.
7. The **Record creation year** can be modified to reflect the year the record was created. (Note: if an ORL is selected in step 2, this field will be pre-filled with the year of the ORL.)

Click on the **Upload Record** button to submit the record. You will receive an acknowledgement that the record was successfully submitted to the AEA.

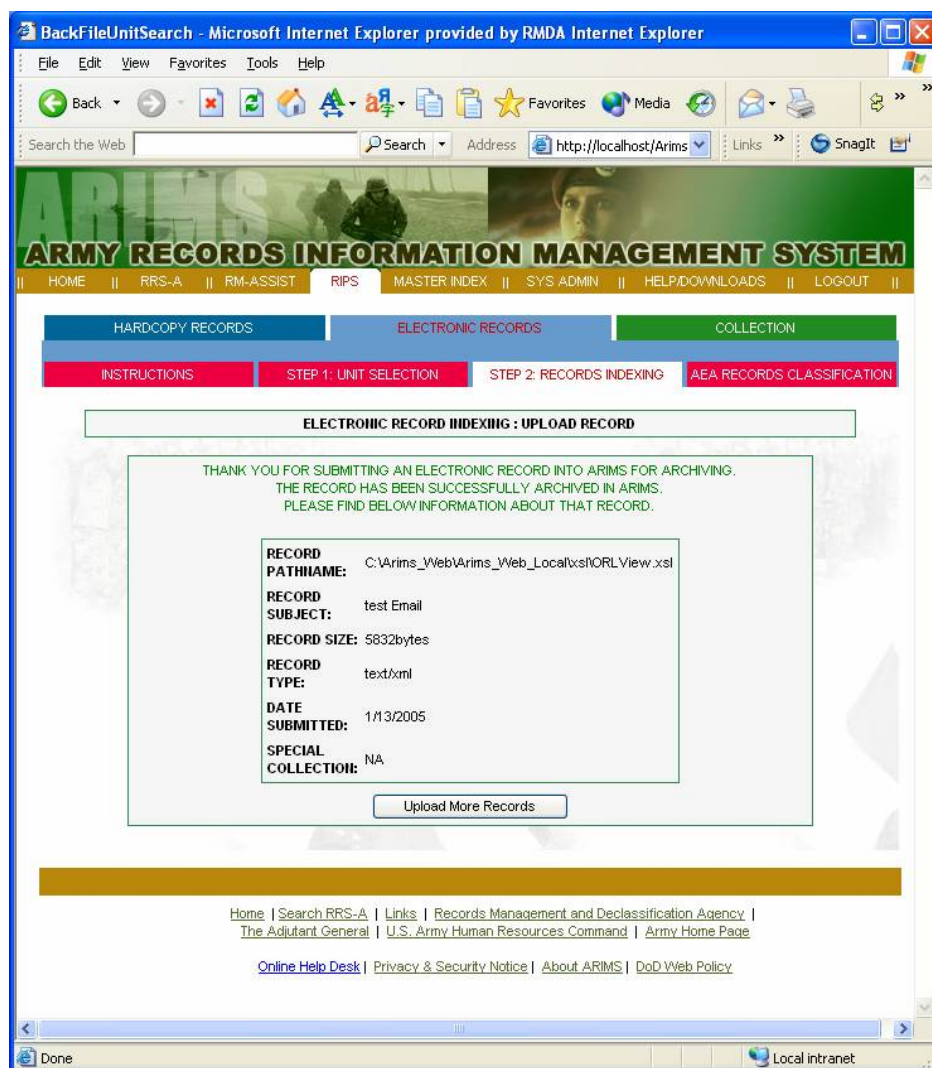


Figure 109. RIPS – Electronic File Indexing – Upload Record confirmation screen.

5.4 Master Index

The Master Index makes access to retired Army records easier by supporting the following capabilities:

- **SEARCH USING QUERY BY EXAMPLE** provides authorized users the ability to search for official Army records and view or retrieve them from an RHA.
- **ONLINE STANDARD REPORTS** provides authorized users the ability to create online printable reports such as ORL Status Reports, Records Location Reports, and Container/RHA Box Inventory Lists.
- **RECORDS DESTRUCTION NOTIFICATION** provides records officials and record owners information on what records are eligible for destruction and the scheduled destruction date, as well as reports of records that were destroyed.



In all cases, unless otherwise arranged, all reports and lists of records are limited to those assigned to the originating organization, their servicing records management officer, and/or RHA Manager.

5.4.1 Master Index Search

The Master Index Search contains a comprehensive set of search tools to locate records online. A full text search capability is used to locate electronic records stored in the Army Electronic Archive (AEA). Users may experience temporary delay in finding/accessing records in the AEA that have been submitted using ECS or the electronic back file indexing. This is caused by two factors--ARIMS processes the electronic file(s) to determine owner, unit, and RRS-A instruction for the record, and the full-text indexing engine scans the electronic file(s). If a successfully transferred record cannot be located within 24 hours, please submit an inquiry using the ARIMS Online Help Desk.

5.4.1.1 Instructions to Search the Master Index

How to a search for a record in the Master Index:

1. Type a keyword or phrase in the “Keyword” text box to search for records using the Master Index. When possible, select a MACOM, RHA, and/or Unit from the dropdown lists to narrow the search. Figure 110 shows the Master Index Search form.
2. Optional - click the “All Records,” “Electronic,” or “Hardcopy” button to search for a particular record media type.
3. Optional - click the “Click to Select Collections” hyperlink to select records from a Special [Records] Collection.
4. Optional - click the “Click to Select File Categories” hyperlink to select records from a particular RRS-A File Category.
5. Optional - enter a Privacy Act number to select records with a designated Privacy Act number.
6. Optional - enter a Disposition Authority to select records with a designated disposition authority.
7. Optional - check “Event,” “Permanent,” and/or “Transfer” to select records with a designated record type.
8. Optional - enter an ARIMS Record Number to select records with a designated record number.
9. Optional - enter a Prescribing Directive to select records with a designated Army Regulation, Pamphlet, or other prescribing directive number.
10. Click the “Submit Master Index Search” button to submit your search criteria. Figure 110 shows a sample query for the keyword “arims” against the full-text index generated for electronic records in the AEA.



MASTER INDEX SEARCH - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Mail News RSS Feeds

Address Go Links

MASTER INDEX SEARCH | REPORTING SYSTEM | RECORDS

NOTICE: SYSTEM UPDATES AND BACKUPS OCCUR REGULARLY; HOWEVER, USERS MAY EXPERIENCE TEMPORARY DELAY IN FINDING/ACCESSING RECORDS IN THE AEA. IF A SUCCESSFULLY TRANSFERRED RECORD CANNOT BE LOCATED WITHIN 24 HOURS, PLEASE SUBMIT AN INQUIRY USING THE ONLINE HELP DESK AT THE BOTTOM OF THE PAGE.

Use the Master Index module to search for records stored in the ARIMS AEA or to request records sent by other Army activities/organizations.

MASTER INDEX SEARCH

MACOM:

Unit:

Office Symbol:

Record Media Type: ☐ All Records ☒ Electronic Records ☐ Paper Records

Keyword:

Special Collections: [Click to Select Collections](#)

File Category: [Click to Select File Categories](#)

Privacy Act:

Disposition Authority:


Record Type: ☐ Event ☐ Permanent ☐ Transfer

ARIMS Record Number:

Prescribing Directive:

Figure 110. Master Index - Electronic Record Search Form

5.4.2 Master Index Search Results

When ARIMS completes processing the query, a result set is returned to the user as shown in Figure 111. If the user has access permission to view an electronic record within the result set, a folder icon  will appear for the record.

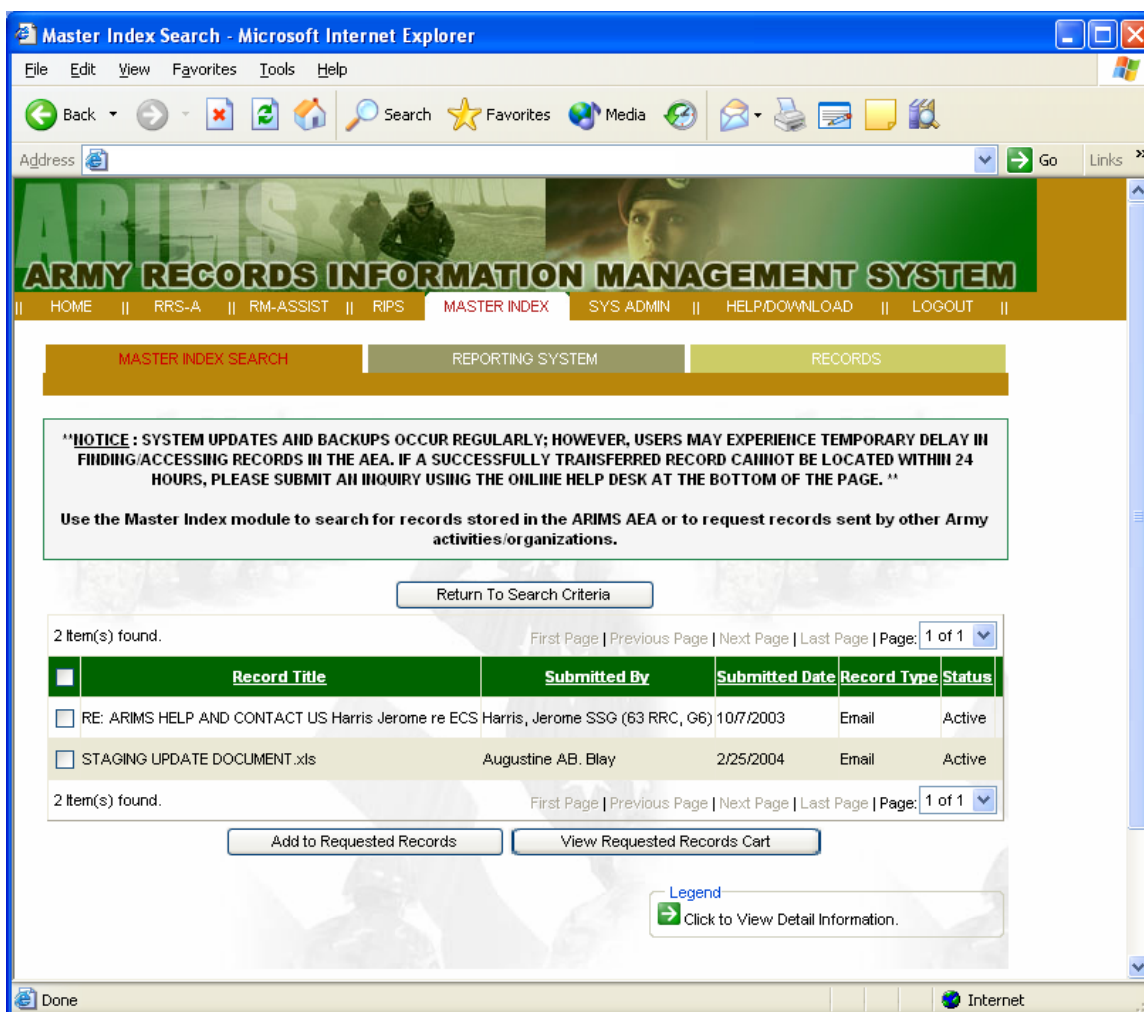


Figure 111. Master Index – Master Index Record Search Results

5.4.2.1 How to View an Electronic Record

1. Clicking on the folder icon opens a screen displaying details about the record as illustrated in Figure 112.

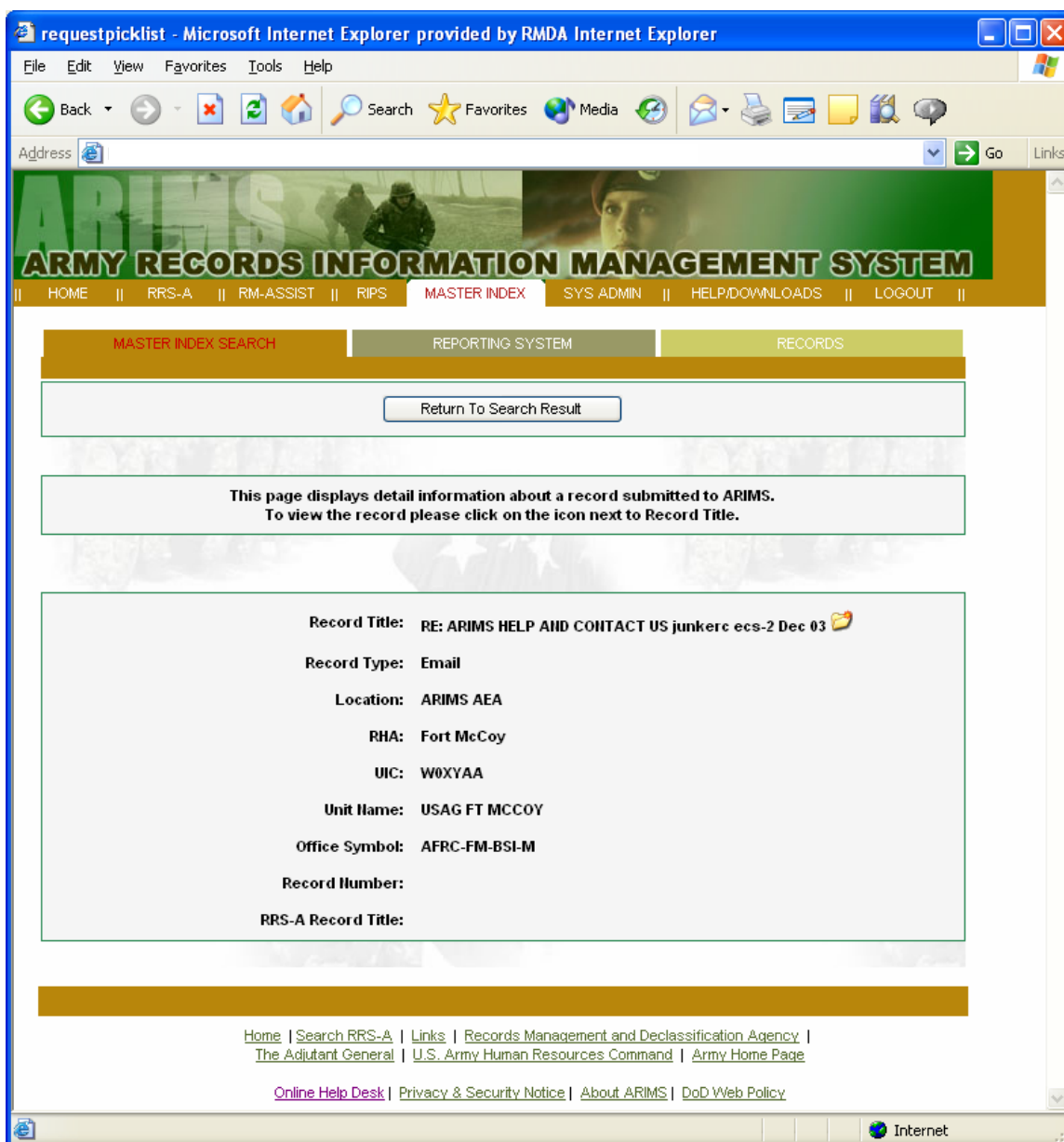



Figure 112. Master Index – Master Index Record Search – View Record Example

2. Click the folder icon  to view the actual record.
3. If you do not have permission to view an electronic record stored in the AEA or your results include hardcopy records, a check box will appear for you to request access to the electronic record from the originating organization, or to retrieve the hardcopy record from an RHA.

5.4.3 Generating a Record Request

A permission request screen will appear listing documents that were selected for the request. You will be prompted to enter the type, priority, expiration date, and a short description of the nature of the request. After completing all required fields, the request



is sent to the records manager/records authority for processing by clicking the “Request E-mail” button.

5.4.3.1 How to Generate a Request for Hardcopy or Electronic Records

1. Each record found in the search will contain a checkbox if you need to request the particular folder as illustrated in Figure 113.

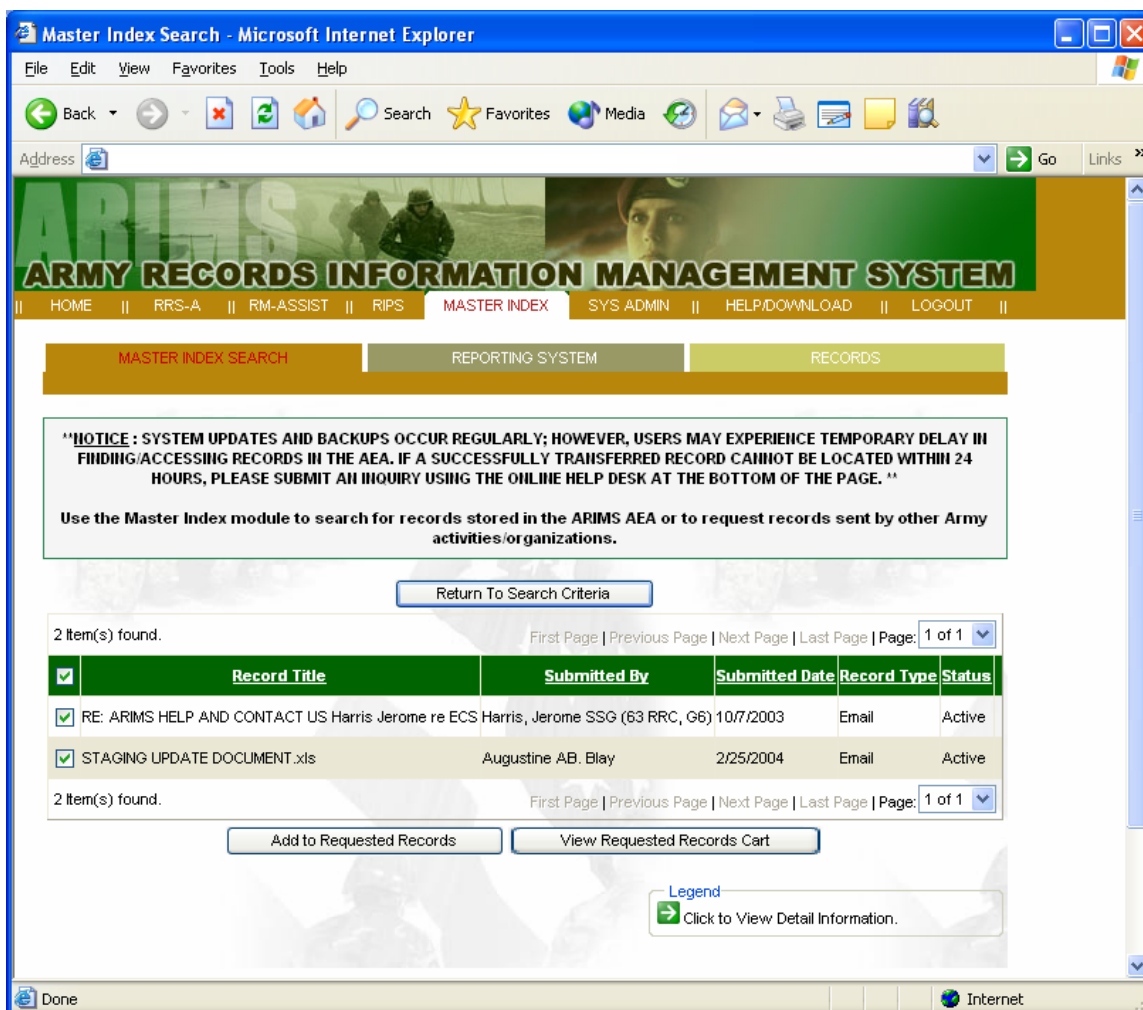


Figure 113. Master Index – Hardcopy/Electronic Record Request - Selecting Records Example

2. Next click the “Add to Requested Records” button to temporarily save your selections to a shopping cart. The selected records are highlighted in green and the checkboxes disappear, as seen in Figure 114, indicating that the records are now in the shopping cart and awaiting checkout/submission.

Note: If you click the “Check All” link located at the top of the list, every check box is checked for all of the records.

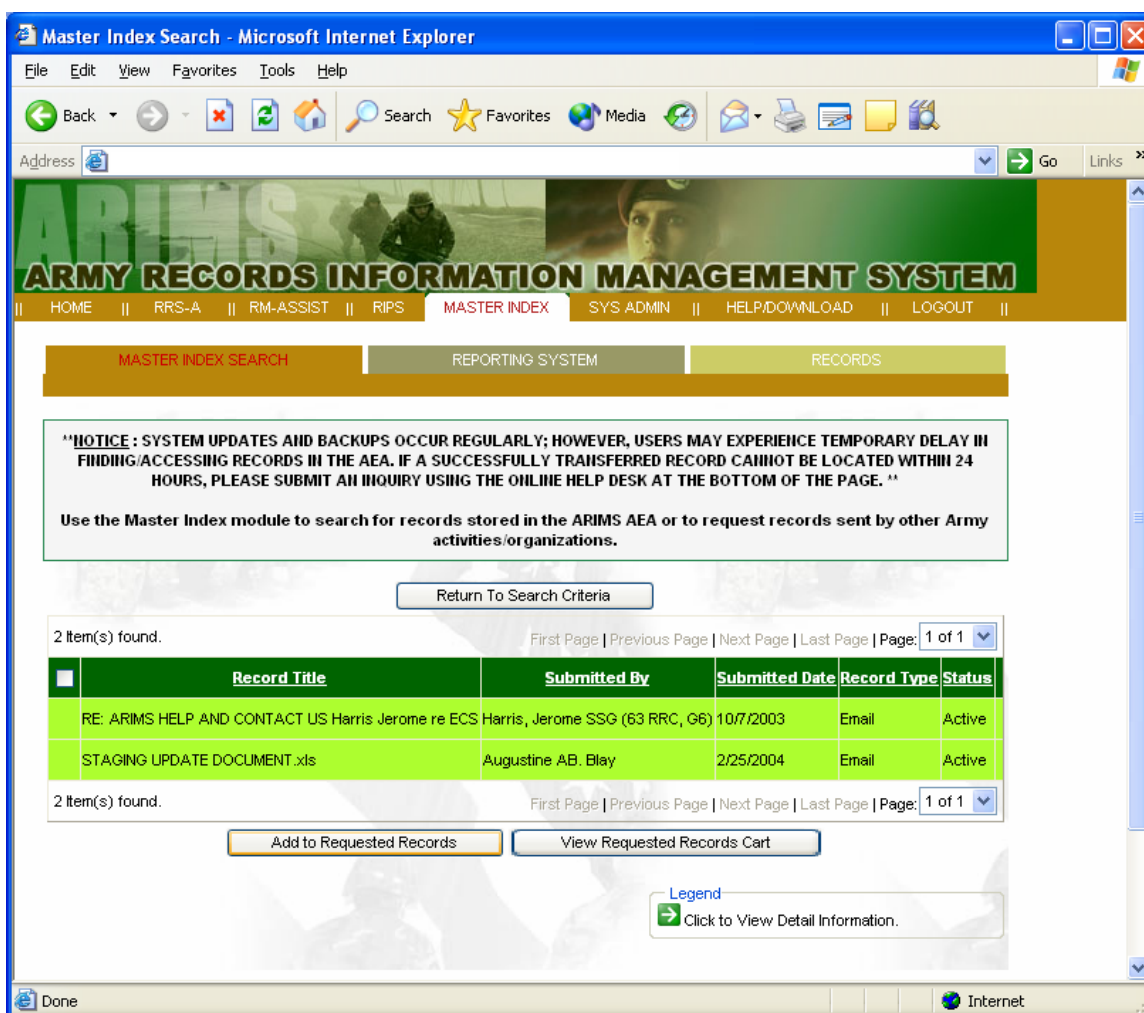


Figure 114. Master Index – Hardcopy/Electronic Record Request - Selected Records Example

3. Click the “View Requested Records Cart” button when you ready to submit your request for records which takes you to the request form shown in Figure 115.
4. Select the type of request from the dropdown list in the first selection box.



requestpicklist - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Mail

Address Go Links

MASTER INDEX SEARCH REPORTING SYSTEM RECORDS

This screen displays the status of records you have requested that are stored and/or indexed in ARIMS. You may select options under the pulldown menus and/or enter a short description stating why the records are being requested. To request all records listed, click on the checkbox at the topmost left. To delete a record from the list, click on the checkbox next to the record, then click on Delete Record from Cart.

Request Type : Please Select A Request Type

Request Priority : Please Select A Request Priority

Expiration Date : (mm/dd/yyyy)

Short Description :

Request Records

2 Item(s) found. First Page | Previous Page | Next Page | Last Page | Page: 1 of 1

	Document Title	Submitted By	Submitted Date	Record Type	Status
<input type="checkbox"/>	RE: ARIMS HELP AND CONTACT US Harris Jerome re ECS	Harris, Jerome SSG (63 RRC, G6)	10/7/2003 2:14:14 PM	Email	Active
<input type="checkbox"/>	STAGING UPDATE DOCUMENT.xls	Augustine AB. Blay	2/25/2004 6:59:02 PM	Email	Active

2 Item(s) found. First Page | Previous Page | Next Page | Last Page | Page: 1 of 1

Delete Record from Cart

Figure 115. Master Index – Hardcopy/Electronic Record Request – Request Records Form

5. In the next box, select a request priority from the dropdown list.
6. Enter the expiration date, which is the last date that you will need the folder(s), in the third box.
7. Finally, enter a short description of your request for the records.

The request will be submitted to the servicing records officer/official of the unit that created the record for processing.

5.4.4 Reporting System

The Reporting System contains several types of reports used for program management/informational purposes: (1) ORL Report by Chain of Command, (2) Number of Records by RRS-A Instruction Report, (3) User Report by Chain of Command, (4) Unit Report by MACOM, and (5) Record Status Report. Figure 116. Master Index – Reporting System - Introduction depicts the introduction page to the Reporting System.

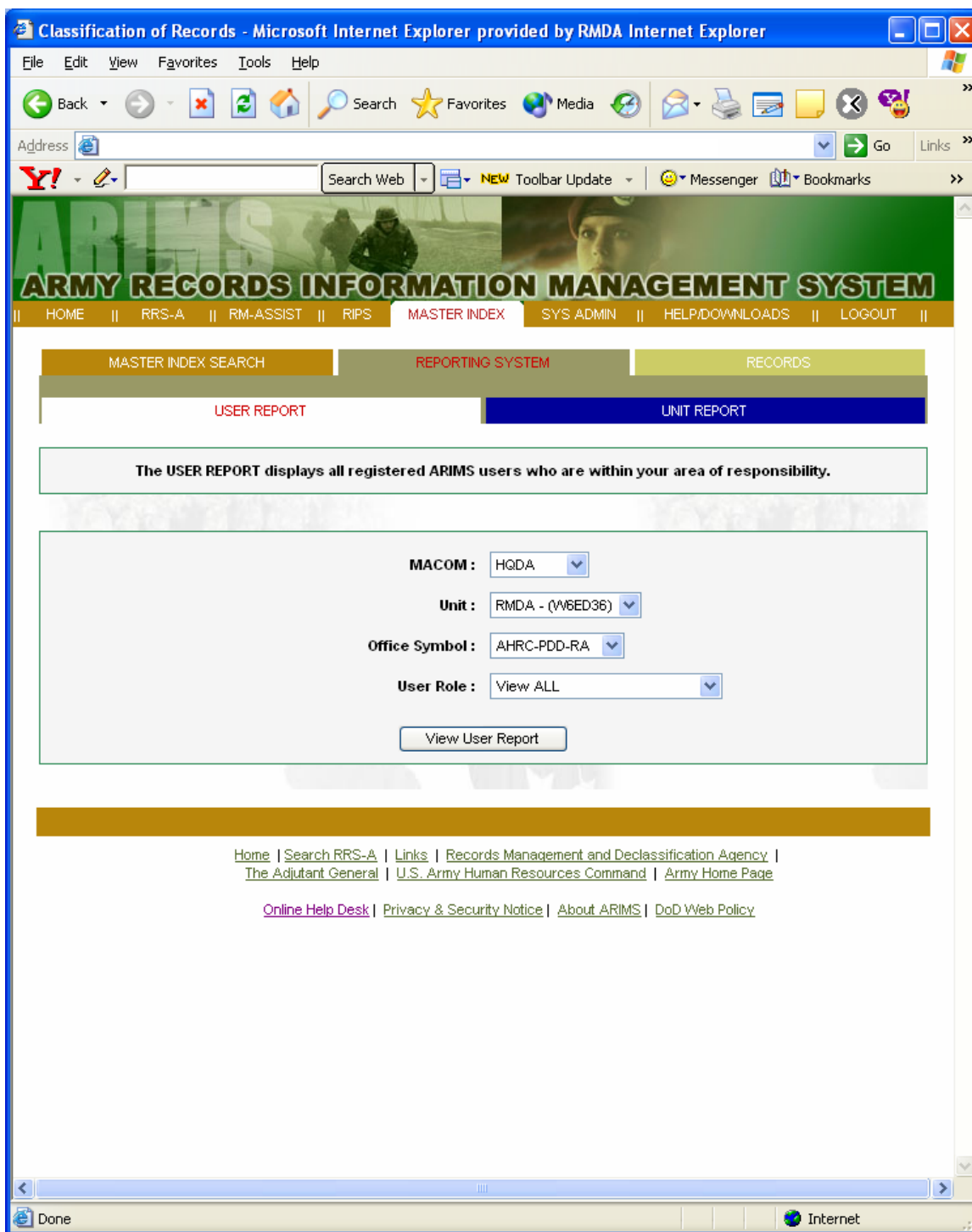


Figure 116. Master Index – Reporting System - Introduction



5.4.5 Users Report

The Users Report displays all registered users within your chain of command. This report is helpful in finding users within an organization and viewing information about a particular user.

5.4.5.1 How to create a User Report

1. Select a MACOM, UNIT, and OFFICE SYMBOL from the dropdown lists. The values in these lists are based on your role and the organizations you support.
2. Optional - Select User Role from the dropdown list.
3. Click “View User Report” button. The report will display as seen in Figure 117 below.

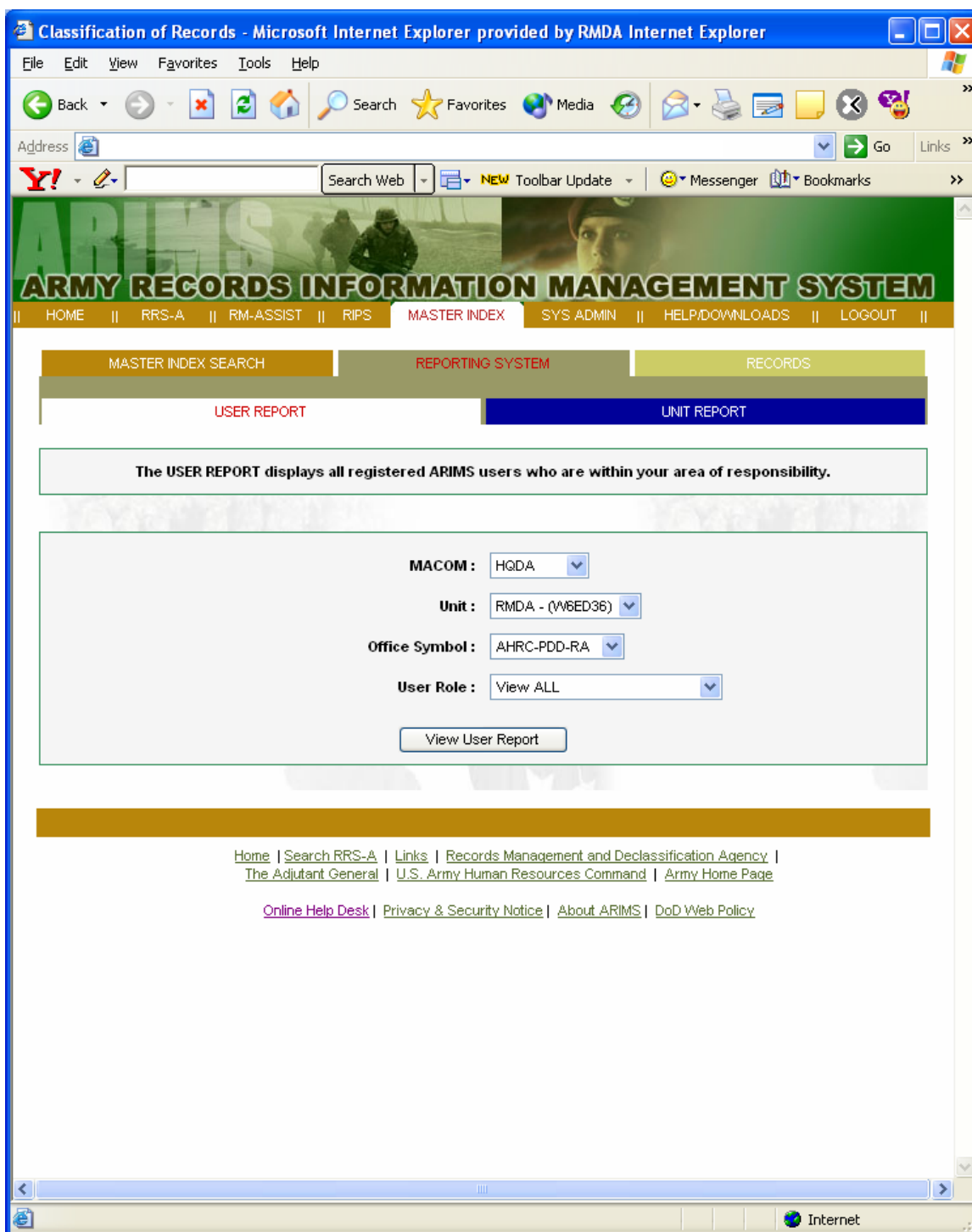



Figure 117. Master Index - Reporting System - User Report Example

4. Click  icon to view information about a particular ARIMS user.
Figure 118 shows an example of a user's profile information.

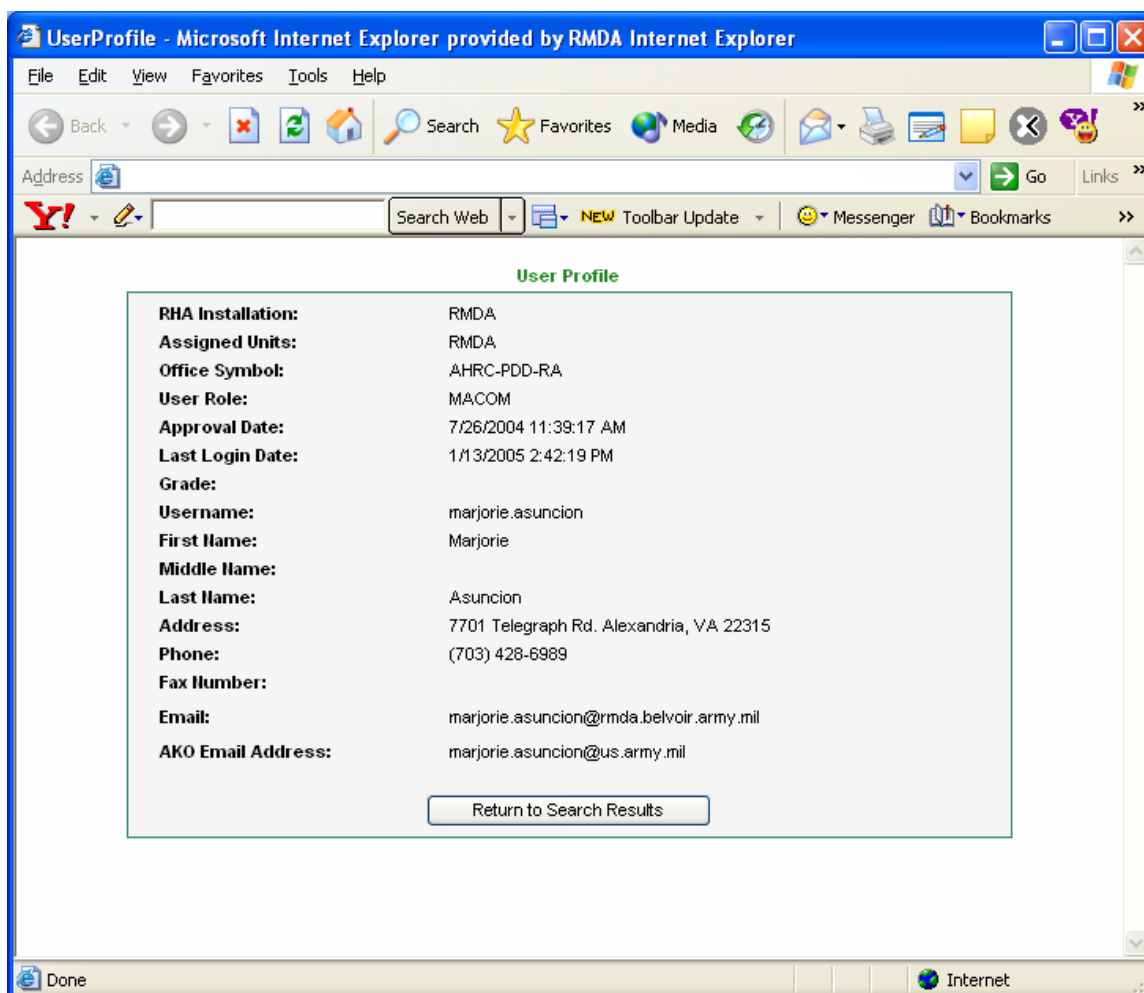


Figure 118. Master Index - Reporting System - User Report – User Detail

5. Optional - Click on the user's name in the report to send an email to that individual.

5.4.6 Unit Report

The Unit Report displays all units within your chain of command. This report is helpful in finding units within an organization and viewing information about a particular unit.

5.4.6.1 How to create a Unit Report

1. Select a MACOM from the dropdown list. The values in this list are based on your role and the organizations you support.
2. Click "View Unit Report" button. The report will display as seen in Figure 119 below.

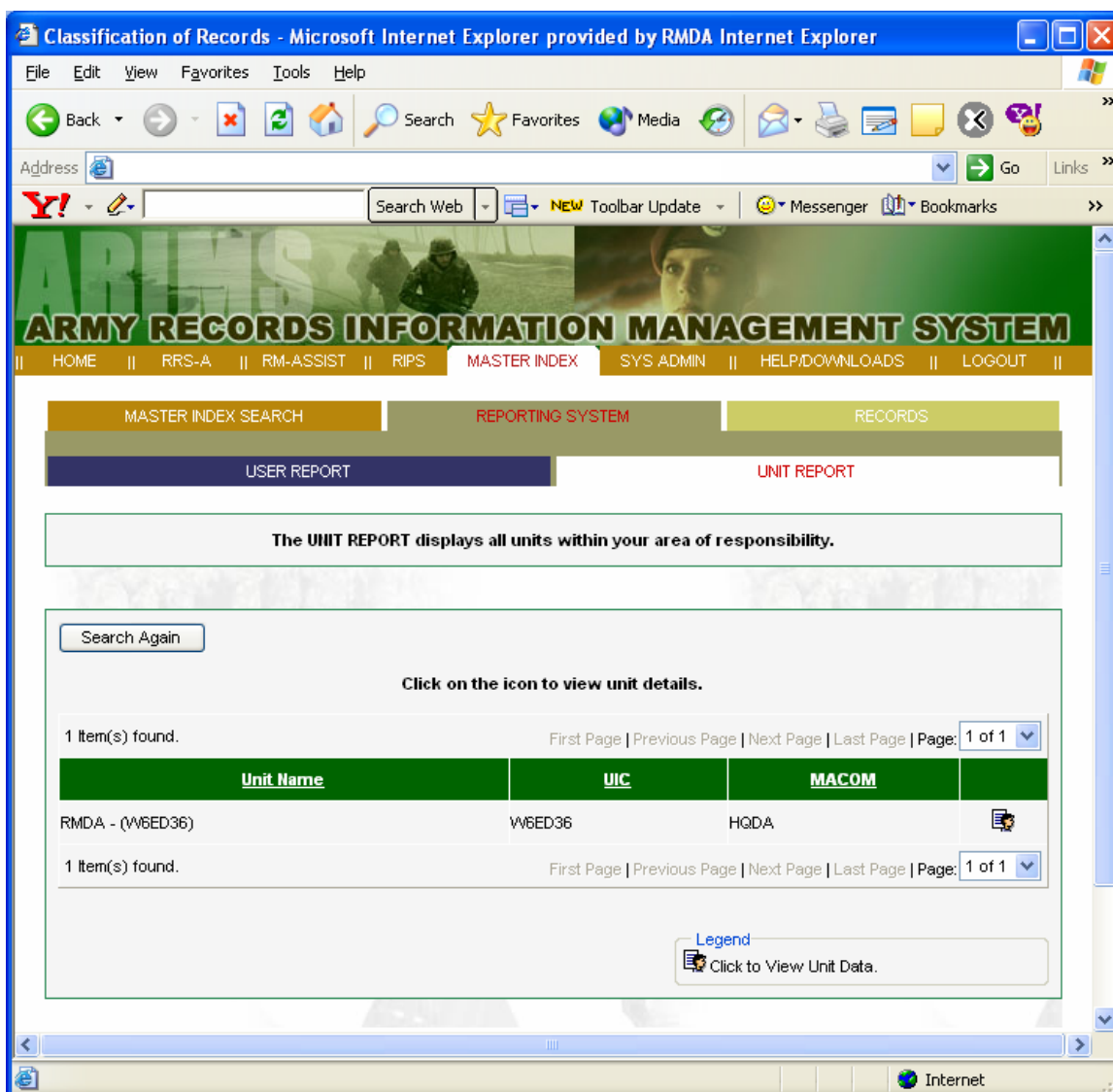



Figure 119. Master Index - Reporting System - Unit Report Example

6. Click  icon to view information about a particular unit. Figure 120 shows an example of information on a particular unit.

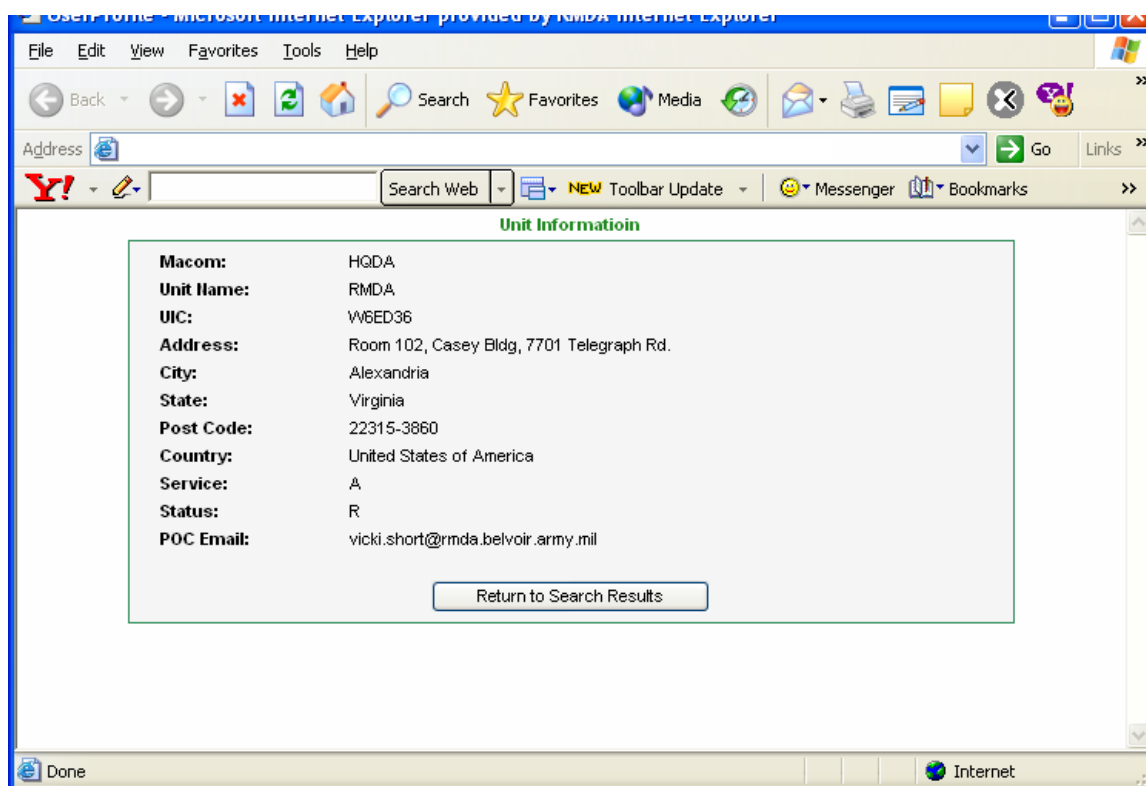


Figure 120. Master Index - Reporting System - Unit Report – Unit Detail

5.4.7 Records Reports

The Records Report module contains several reports specific to activities about records listed in the Master Index. Reports available in this module include Records Status, Records Access and Audits, and Records Location.

5.4.8 Records Reference System

The Records Reference System contains several modules that allow you view and manage records eligible for destruction as well as take action on record requests and generate SFs 135 for transferring records.

5.4.9 Records Disposition

Figure 121 shows the entry screen for the Records Disposition module. This module allows you to view all records eligible for destruction or transfer to the National Archives within 120 days. In this module, you can:

- Approve disposal of the records listed.
- Request their continued retention when written justification is provided such as for audit, legal, or other pertinent issues.
- Request their return to the originating/gaining organization or its higher proponent organization.



requestpicklist - Microsoft Internet Explorer provided by RMDA Internet Explorer

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ARMY RECORDS INFORMATION MANAGEMENT SYSTEM

HOME || RRS-A || RM-ASSIST || RIPS || **MASTER INDEX** || SYS ADMIN || HELP/DOWNLOADS || LOGOUT ||

MASTER INDEX SEARCH REPORTING SYSTEM RECORDS

RECORDS DISPOSITION MY REQUESTED RECORDS CREATE SF 135 REQUESTED RECORDS

RECORDS DISPOSITION REPORT

The RECORDS DISPOSITION REPORT lists all records within your area of responsibility that will reach their disposition date as of the end of the fiscal or calendar year, as applicable.

To view details about a hardcopy record, click on the green arrow. To view an electronic record, click on the yellow folder icon.

HARDCOPY RECORDS: The RHA Manager is responsible for destroying hardcopy records. ARIMS System Administration will delete the metadata from the Master Index concerning those records on their disposition date.

ELECTRONIC RECORDS: ARIMS System Administration will delete both the records and the Master Index metadata to those records on their disposition date.

NOTE: Requests to retain any record on this report longer than its normal retention period (e.g. for audit, legal or other pertinent reason) should be submitted thru the Online Help Desk. Requests must include the UIC and name of the organization that submitted the record, the reason why the record must be retained, and the estimated time when its disposition instructions can be carried out.

MACOM :

Unit :

Office Symbol :

Year Type : ☐ Fiscal Year ☒ Calendar Year

Records Due for Disposition Within :

Figure 121. Master Index - Records Reference System – Records Disposition

5.4.9.1 How to View Records Eligible for Destruction.

1. Select a MACOM, UNIT, and OFFICE SYMBOL from the dropdown lists. The values in these lists are based on your role and the organizations you support.
2. Optional - Click “Year Type” buttons to filter the report by Fiscal or Calendar Year.



3. Optional - Select date range from “Records Due for Disposition Within” dropdown list.
4. Click “View Report” button. The report will display as seen in Figure 122 below.

Request Report - Microsoft Internet Explorer provided by RAMBOX Internet Explorer

File Edit View Favorites Tools Help

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HARDCOPY RECORDS: The RHA Manager is responsible for destroying hardcopy records. ARIMS System Administration will delete the metadata from the Master Index concerning those records on their disposition date.

ELECTRONIC RECORDS: ARIMS System Administration will delete both the records and the Master Index metadata to those records on their disposition date.

NOTE: Requests to retain any record on this report longer than its normal retention period (e.g. for audit, legal or other pertinent reason) should be submitted thru the Online Help Desk. Requests must include the UIC and name of the organization that submitted the record, the reason why the record must be retained, and the estimated time when its disposition instructions can be carried out.

Search Again

9 item(s) found. First Page | Previous Page | Next Page | Last Page | Page: 1 of 1

Document Title	Office Symbol	UIC	Unit Name	MACOM	Record Type	Days Due	
	AFRC-FM-BSI-M	W0XYAA	USAG FT MCCOY	IMA	Hardcopy	12	→
training	HHB45FAB	WPSWAA	0045 FA HHB HHB BDE TACFIR	NGB	Electronic	12	→
ncodp.doc	HHB45FAB	WPSWAA	0045 FA HHB HHB BDE TACFIR	NGB	Electronic	12	→
Bde Strength Report ao 9nov04.xls	HHB45FAB	WPSWAA	0045 FA HHB HHB BDE TACFIR	NGB	Electronic	12	→
1a Office file new setting.doc	AERTA-A-260	WVC1DAA	0260 TC DET TLR TRF PT	USAREUR	Electronic	12	→
LES_DJMSA.pdf	NETC-SER-BD	WVCJGAA	0255 SC DET THEATER STR SIG	USAREUR	Electronic	12	→
UNIT LABEL ADDRESS.doc	AFVX-CFG-S4	WBF0AA	0013 FI GRP HHD CORPS FI G	FORSCOM	Electronic	12	→
ARMSRM1.FDS	ATZT-TC-E	W1MQZE	1ST BN 48TH INF	TRADOC	Electronic	12	→
2405-025-F (3-320) Equipment Spt for TSAAS14 JUL.doc	AFZB-KD-K-S3	WARMT0	0320 FA BN 03 HQS FIRES BN	FORSCOM	Electronic	12	→

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Legend
→ Click to View Detail Information.


Home | Search RRS-A | Links | Records Management and Declassification Agency | The Adjutant General | U.S. Army Human Resources Command | Army Home Page

Online Help Desk | Privacy & Security Notice | About ARIMS | DoD Web Policy

Internet



Figure 122. Master Index - Records Reference System – Records Disposition Report

5. Optional - Click  to view detailed information about the record eligible for destruction. Figure 123 is an example of the detailed information about a record.

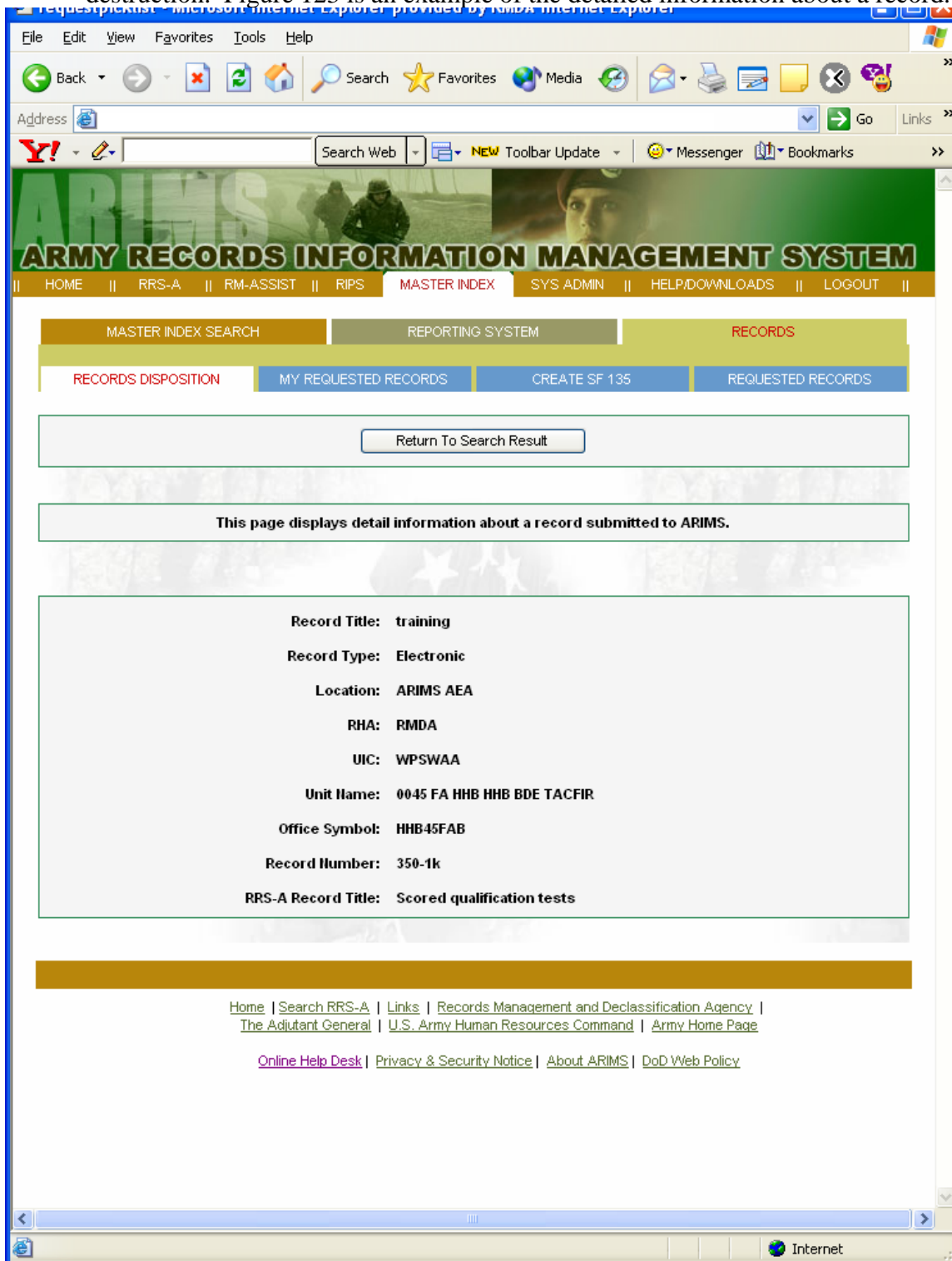




Figure 123. Master Index - Records Reference System – Records Disposition Detail Report

5.4.10 My Requested Records

Figure 124 shows the entry screen for viewing the status of records you have requested from ARIMS. You can filter your results by the time frame or status of the request.

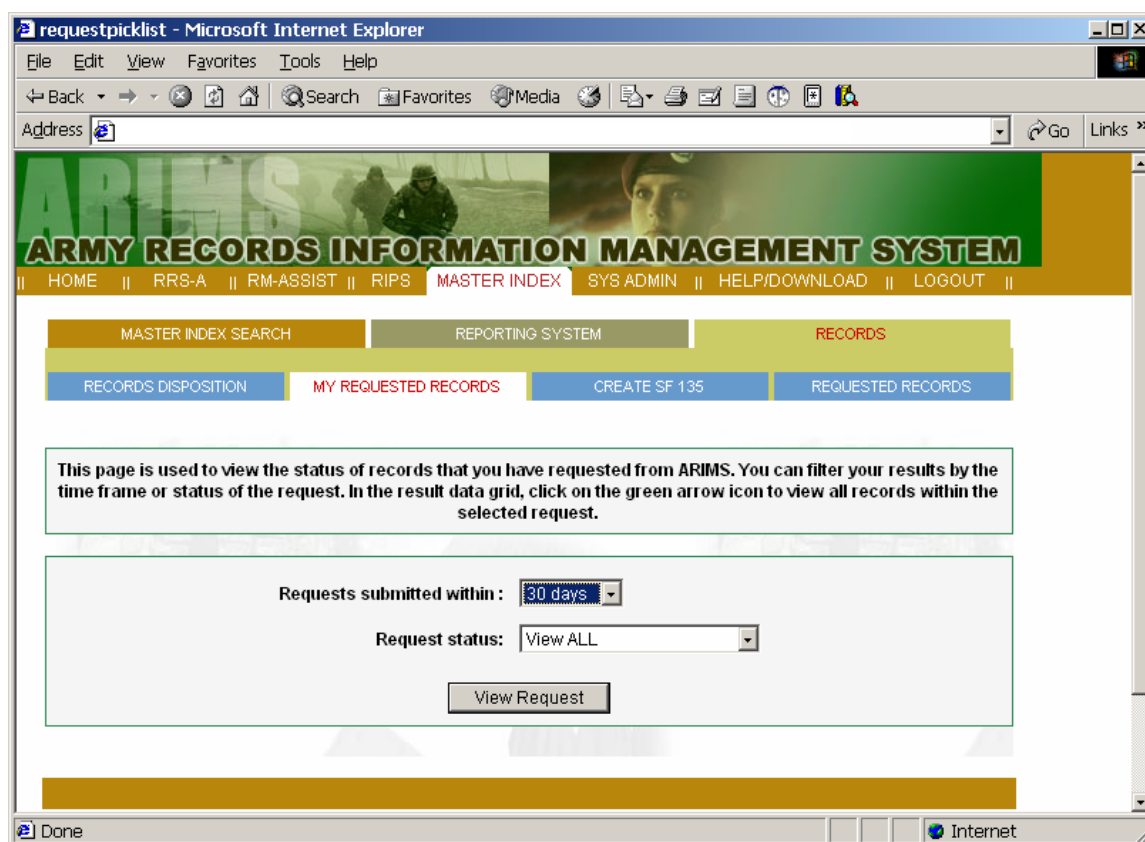


Figure 124. Master Index - Records Reference System – My Requested Records

5.4.10.1 How to View Requested Records.

1. Select a timeframe from the “Requests submitted within” dropdown list.
2. Select a status from the “Request Status” dropdown list.
3. Click on “View Request” button. The report will display as seen in Figure 125 below.

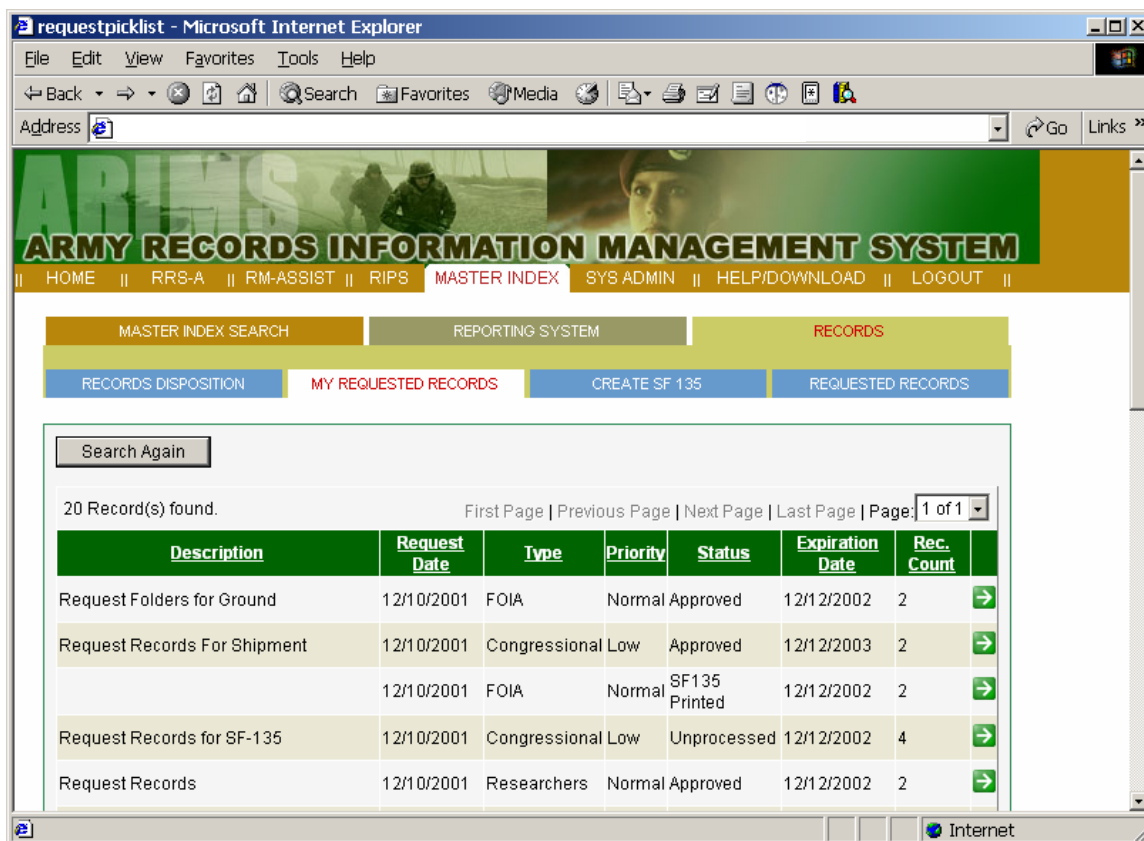


Figure 125. Master Index - Records Reference System – My Requested Records Results

- Click the arrow icon to view detailed information about the record(s) request. Figure 126 is an example of the detailed information about a record.

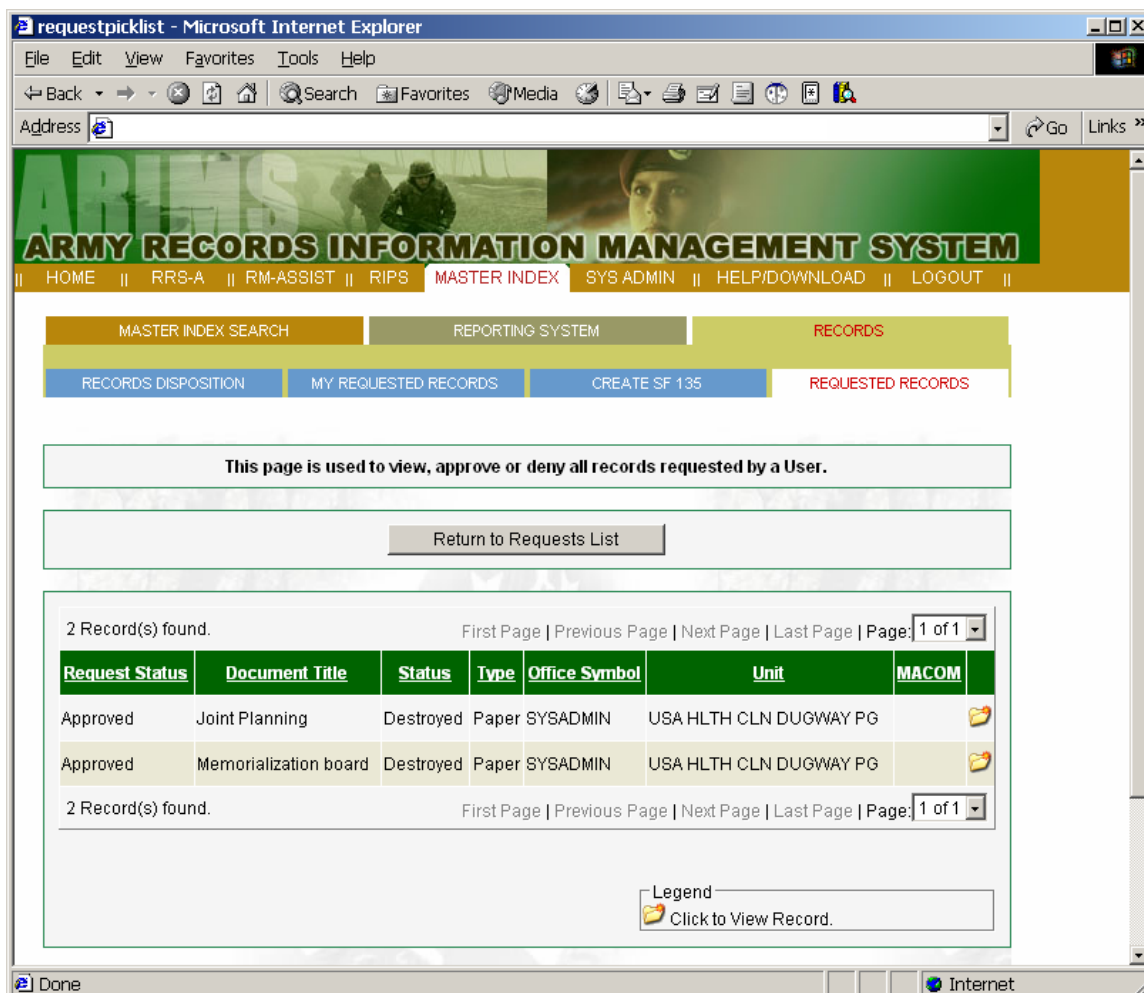


Figure 126. Master Index - Records Reference System – Records Request Details

5.4.11 Create a Standard Form (SF) 135, Records Transmittal and Receipt

A SF 135 may be created once a request for hardcopy records is approved by the servicing records officer/official to charge-out records from an RHA and send them to the requestor. Figure 127 shows the introductory screen when clicking the “Create SF135” button at the top of the page.



The screenshot shows a web browser window titled "printSF135 - Microsoft Internet Explorer". The browser's address bar is empty, and the search bar contains "Google" and "WeatherBug 56°". The main content area displays the "ARIMS ARMY RECORDS INFORMATION MANAGEMENT SYSTEM" header. Below the header is a navigation bar with links: HOME, RRS-A, RM-ASSIST, RIPS, MASTER INDEX (highlighted), SYS ADMIN, HELP/DOWNLOAD, and LOGOUT. The "MASTER INDEX" section is active, showing a "RECORDS" tab. Below the tabs are buttons for "RECORDS DISPOSITION", "MY REQUESTED RECORDS", "CREATE SF 135" (highlighted), and "REQUESTED RECORDS". A text box explains that the page is used to print the SF 135 of hard copy records request that have been approved. It instructs the user to select a request from the approved requests drop down to view the list of hard copy records that have been requested. Below this is a form with a "Select Approved Requests:" label, a dropdown menu with "Please Select A request", a "Return Date:" label, a text input field, and a "(mm/dd/yyyy)" hint. A "Continue" button is below the form. A red message at the bottom of the form says "Please select a request from dropdown box to print".

Figure 127. Master Index - Records Reference System – Create SF 135

5.4.11.1 How to Create a SF 135 to Charge-out Records from an RHA.

1. Select a request from the dropdown list a shown in Figure 128.
2. Enter an estimated return date in the textbox.

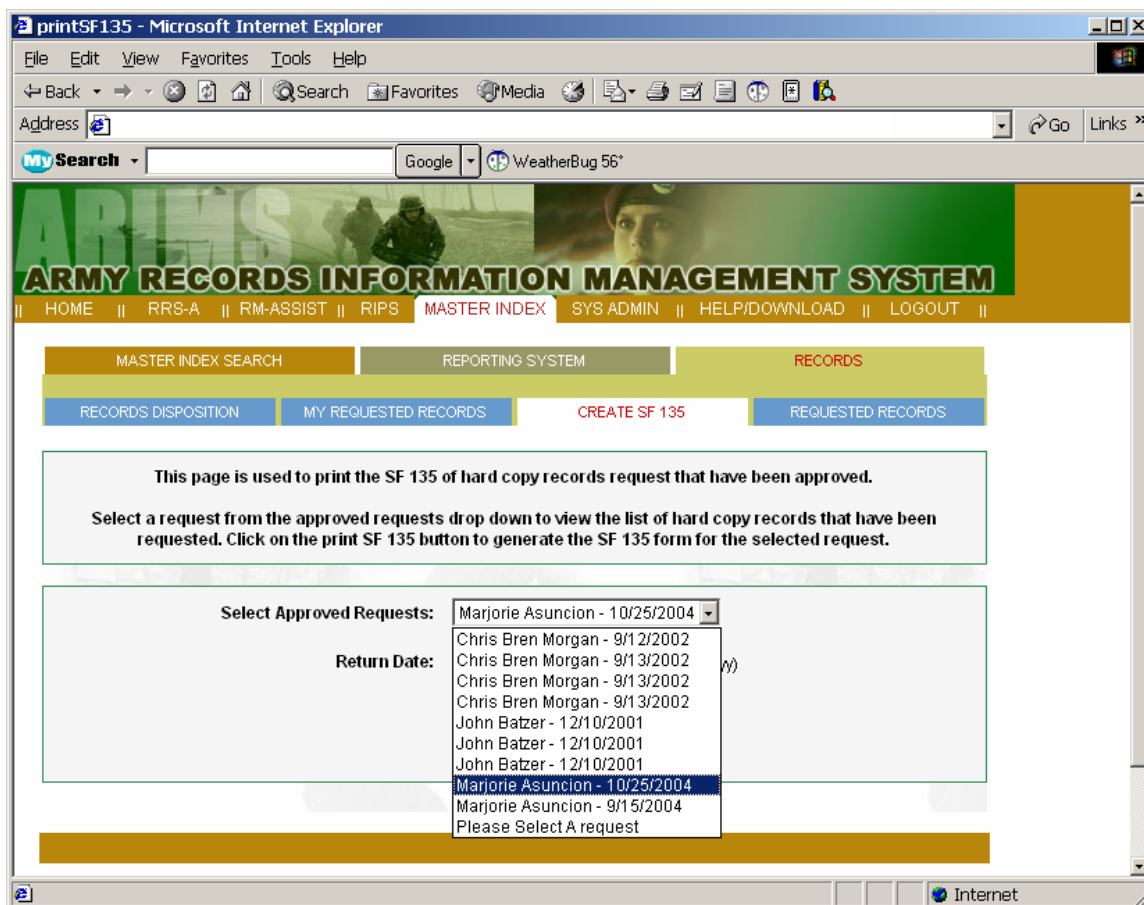


Figure 128. Master Index - Records Reference System – Create SF 135 – Select Request

3. Click the “Continue” button for a list of all records a user has requested to display as shown in Figure 129.



printSF135 - Microsoft Internet Explorer

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MASTER INDEX SEARCH REPORTING SYSTEM RECORDS

RECORDS DISPOSITION MY REQUESTED RECORDS CREATE SF 135 REQUESTED RECORDS

This page is used to print the SF 135 of hard copy records request that have been approved.
Select a request from the approved requests drop down to view the list of hard copy records that have been requested. Click on the print SF 135 button to generate the SF 135 form for the selected request.

Select Approved Requests:

Return Date: (mm/dd/yyyy)

2 Record(s) found. First Page | Previous Page | Next Page | Last Page | Page: 1 of 1

Request Status	Document Title	Status	Type	Office Symbol	Unit	MACOM
Approved	Chris New Batch Activate-Sponsorship	Approved	Paper	TEST OFFICE	742 MI BN DET NW USAIMA	
Approved	Chris Test Batch Activate-Sponsorship	Approved	Paper	TEST OFFICE	742 MI BN DET NW USAIMA	

2 Record(s) found. First Page | Previous Page | Next Page | Last Page | Page: 1 of 1

http://www5.arims.army.mil/help/aersmainHelp.asp#1 Internet

Figure 129. Master Index - Records Reference System – Create SF 135 – Requested Records List

4. To see detailed information about an individual record, click the folder icon. This will display information about the requested record as seen in Figure 130.

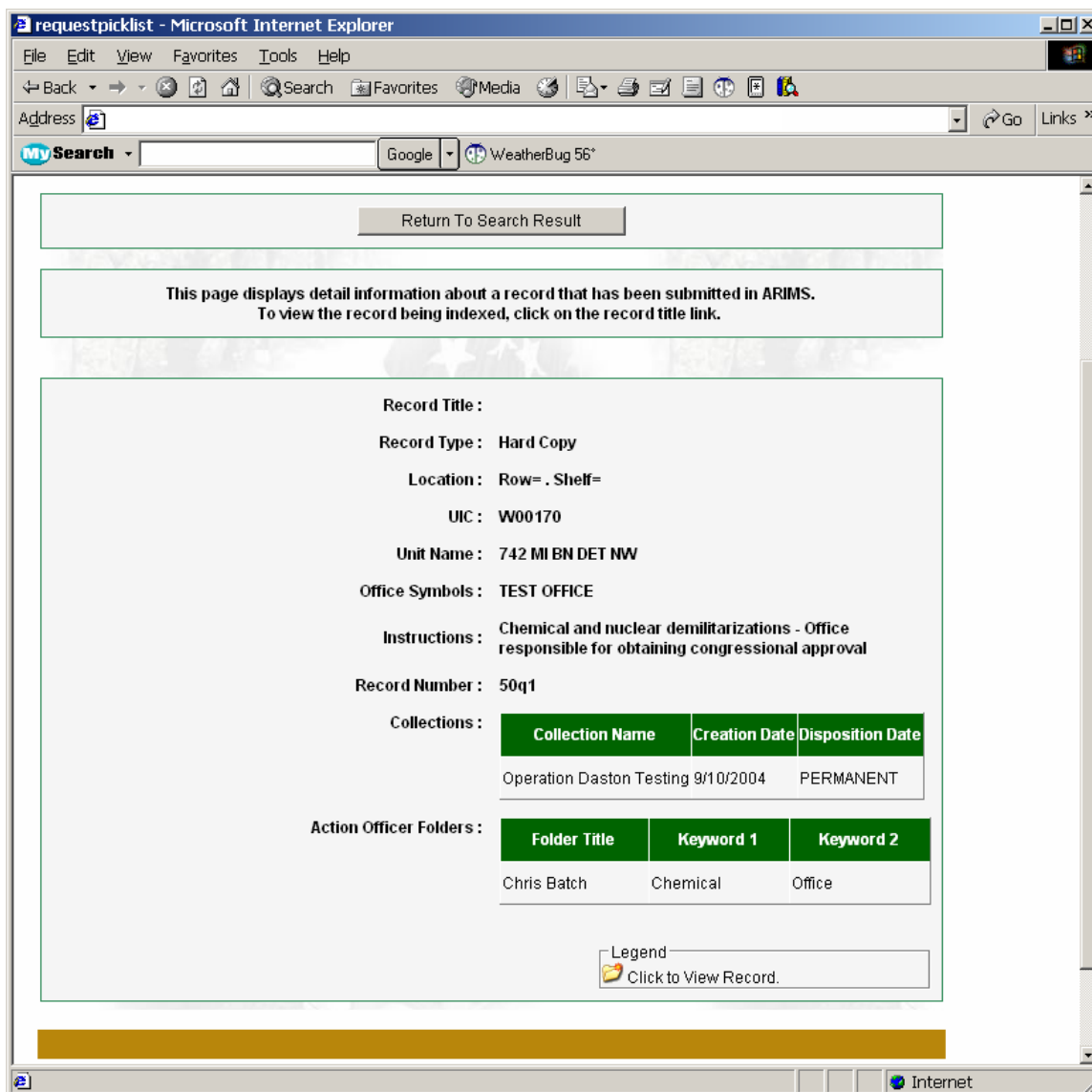


Figure 130. Master Index - Records Reference System – Create SF 135 – Individual Record Information

5. After viewing information about a requested record, click the “Return to Search Result” button to return to the list of requested records.
6. Click the “Print SF135” button to generate a SF 135 already populated with relevant information about the record or records being charged out as seen in Figure 131.



http://awwwtest/rc2/rrs/SF135Process.asp - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address

Page 1 OF 2 PAGES

RECORDS TRANSMITTAL AND RECEIPT

Complete and send original and two copies of this form to the appropriate Federal Records Center for approval prior to shipment of records. See specific instructions on

1. TO (Complete the address for the records center serving your area as shown in 36 CFR 1228.150.)
12 Main St.
building 5
Springfield, VA 22222
United States

2. FROM (Enter the name and complete mailing address of the office retiring the records. The signed receipt of this form will be sent to this address)
Springfield (TEST)
TEST
TEST
TEST, VA 22060

2. AGENCY TRANSFER AUTHORIZATION

TRANSFERRING AGENCY OFFICIAL (Signature and title) DATE

3. AGENCY CONTACT

TRANSFERRING AGENCY LIAISON OFFICIAL (Name, office and telephone no.)
John T. Batzer, 555-555-5555

4. RECORDS CENTER RECEIPT

RECORDS RECEIVED BY (Signature and title) DATE

RECORDS DATA

ACCESSION NUMBER			VOLUME (cu. ft.) (d)	AGENCY BOX NUMBER (e)	SERIES DESCRIPTION (With inclusive dates of records) (f)	RESTRICTION (g)	DISPOSAL AUTHORITY (Schedule and item number) (h)	DISPOSAL DATE (i)	COMPLETED BY RECORDS CENTER			
RG (a)	FY (b)	NUMBER (c)							LOCATION (j)	SHELF PLAN (k)	CONT TYPE (l)	AUTO DISP (m)
			3.02		Memorialization board files - Office of the AG, other than records pertaining to plaques	Z	1-33a					
			3.02		Agreements - Understandings and agreements not involving transfer of personnel spaces and material	Z	5b					

Done Local intranet

Figure 131. Master Index - Records Reference System – Create SF 135 – Generate SF 135

7. Click the browser “Print” button or “Print” from the “File” dropdown menu.

5.4.12 Requested Records

The Requested Records module allows servicing records officers/officials to view requests for both hardcopy records in an RHA and electronic records in the AEA. Figure 132 shows the entry screen to this module.

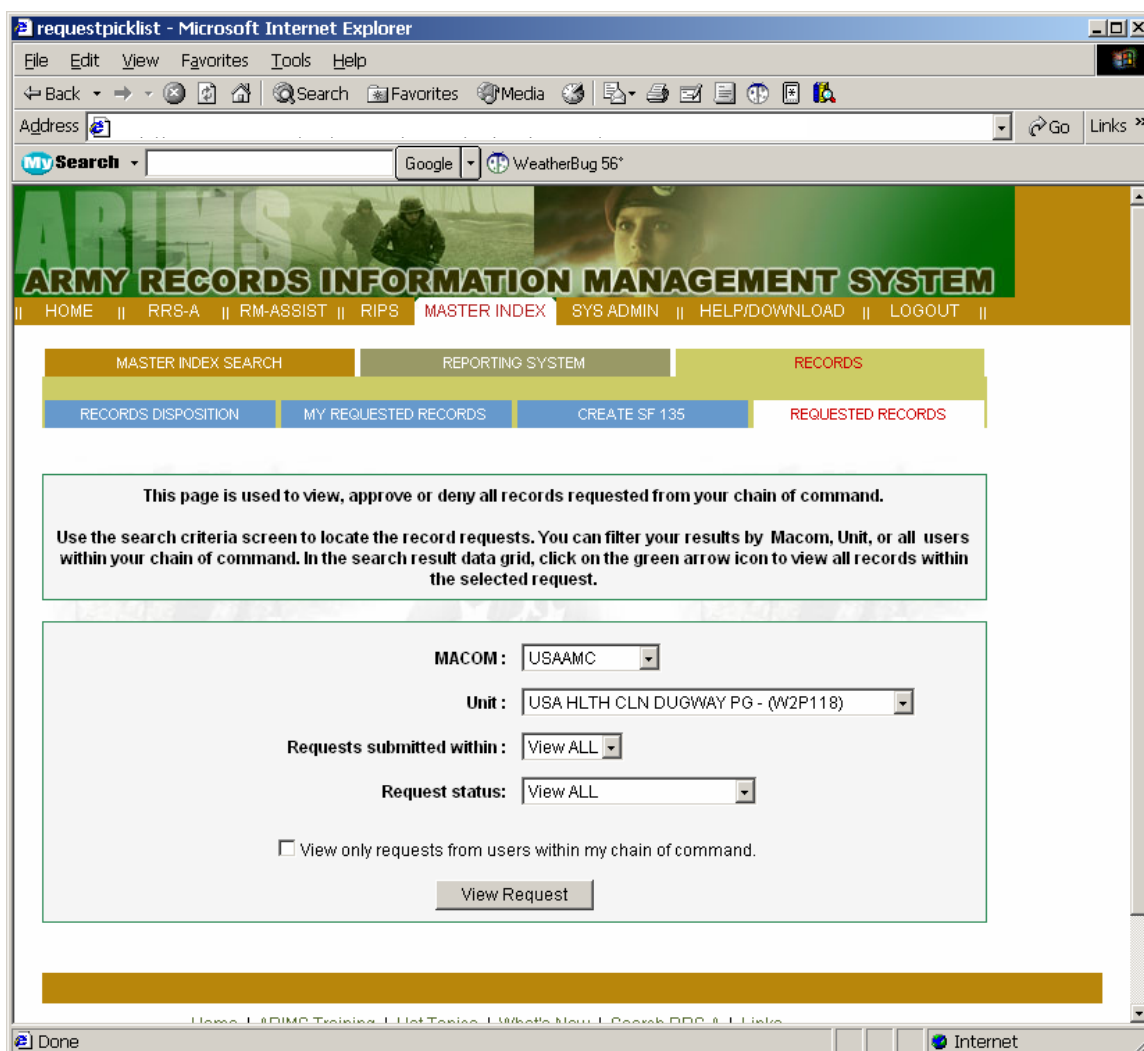


Figure 132. Master Index - Records Reference System – Requested Records Introduction

5.4.12.1 How to Approve or Deny a Request for Records.

1. Select a MACOM and UNIT from the dropdown lists as shown in Figure 130. The options in these lists are based on your role and the organizations you support.
2. Optional - Select timeframe in which a request was made. Timeframe options include 10, 30, 90, and 180 days.
3. Optional - Select a request status from the dropdown choices.
4. Optional - Click the checkbox “View only requests from users within my immediate chain of command” to display only requests from the unit you service.

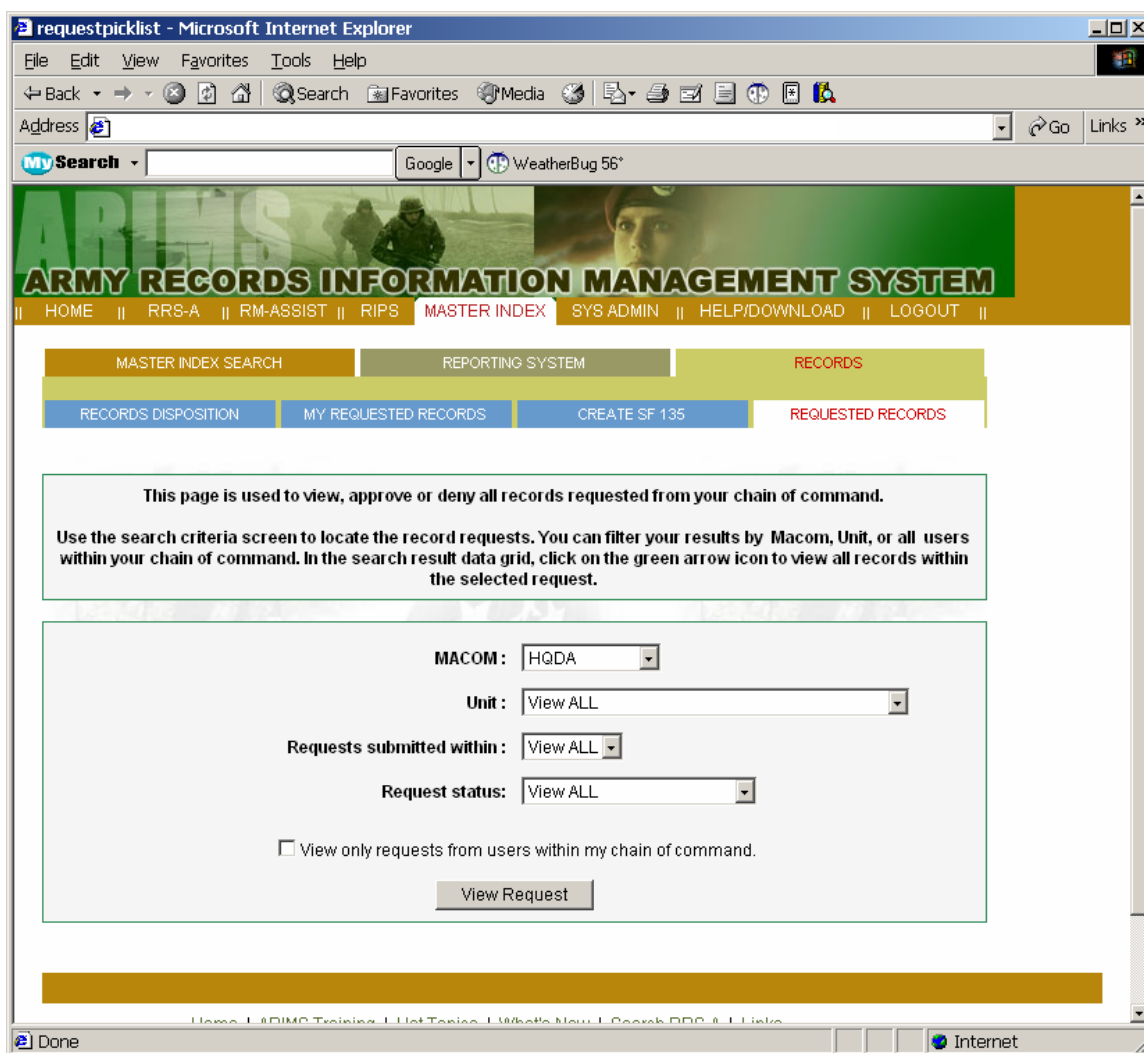


Figure 133. Master Index - Records Reference System – Requested Records Introduction

5. Click the “View Request” button for a list of all records requested to display as shown in Figure 134.

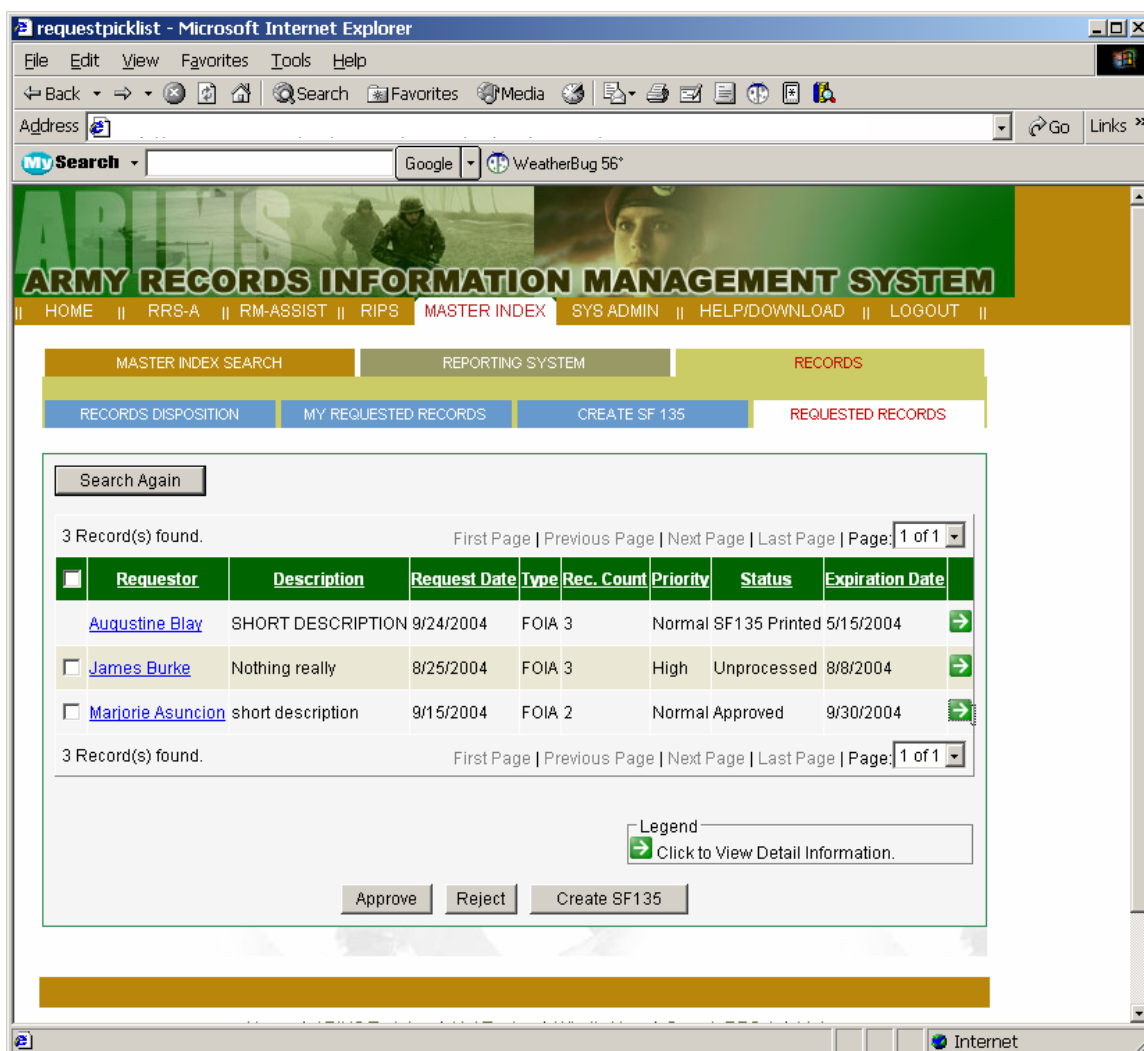


Figure 134. Master Index - Records Reference System – Requested Records List

6. Click the checkbox of the request or requests you want to approve or deny.
7. Click the “Approve” button to approve a request or the “Reject” button to deny a request.
8. Optional, click “Create SF135” to generate a SF 135 for hardcopy records.

Note: Record requests can contain both hardcopy and electronic records. If you click the “SF135” button, the SF 135 will only contain a list of the hardcopy records. Copies of electronic records are e-mailed to the requestor.

5.5 System Administration

The System Administration (Sys Admin) allows ARIMS users to update specific data that is relevant to them.



- Unit Maintenance - Allows Unit users the ability to update information about their specific unit, such as contact information, address, phone numbers etc.
- User Maintenance – Allows all users the ability to update information about their specific user profile, such as contact information, address, phone numbers etc.
- System Administration – Allows the system administrator the ability update user accounts, activate and deactivate user accounts, check for new users and update Reference Tables around the site. *This module is only available to ARIMS Systems Administrators.*

Figure 135 shows the introduction to the system administration module for ARIMS.

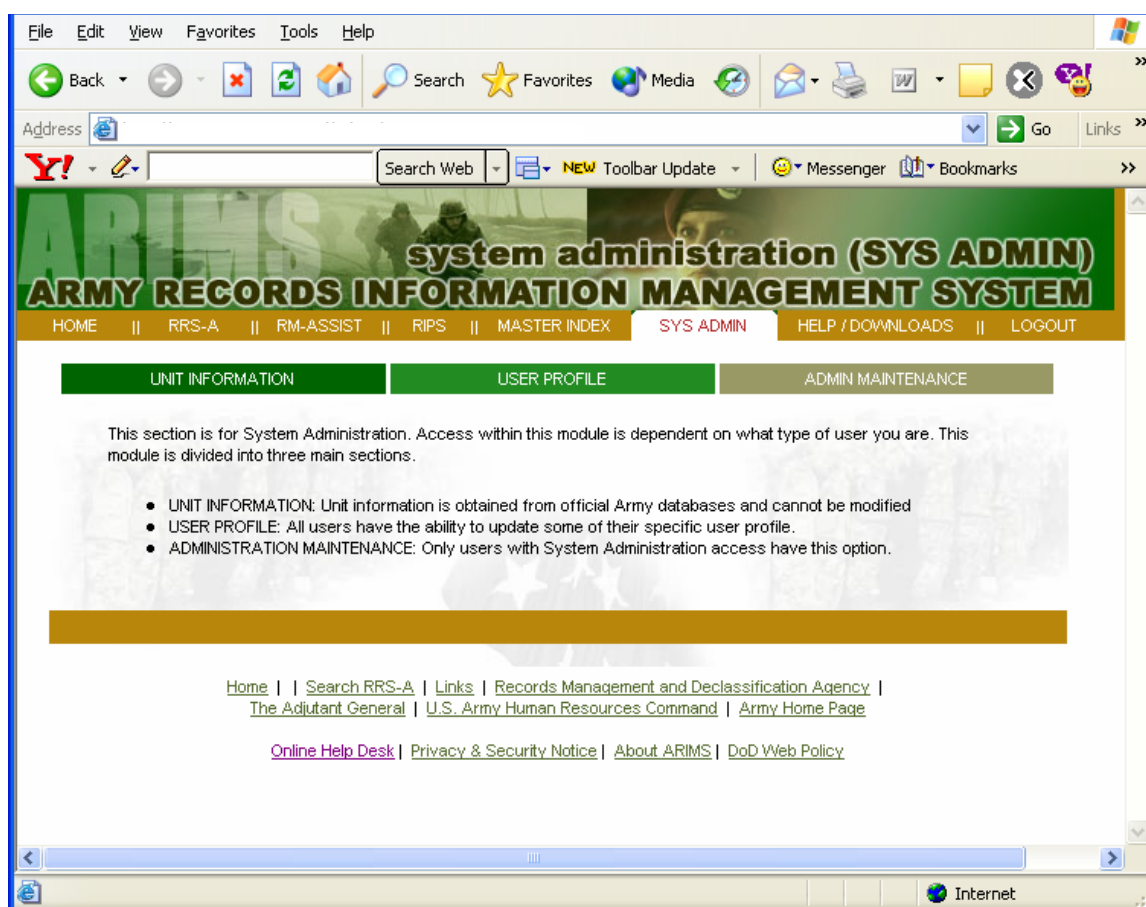


Figure 135. System Administration - Introduction

5.5.1 Unit Maintenance

Figure 136 displays the unit's profile form. This page contains relevant information about your unit, such as address, POC, e-mail etc.

Note: *The information displayed on this page cannot be changed. ARIMS received unit information from the Army Status of Resources and Training System (ASORTS).*

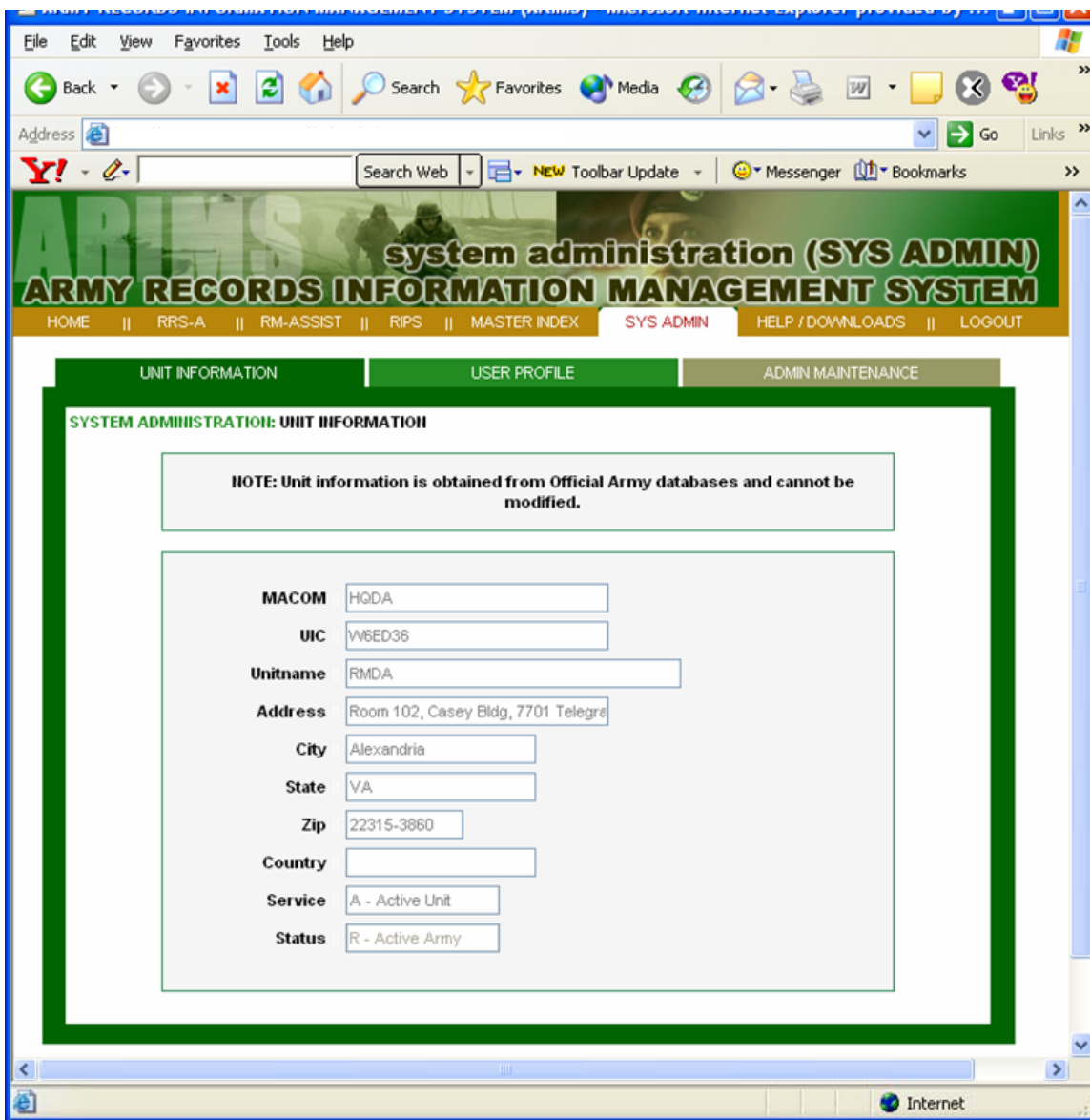


Figure 136. System Administration – Unit Maintenance

5.5.2 User Maintenance



This form, as seen in Figure 137, allows you to update your profile information; address, email, phone, DSN, etc.

*Note: It is important to keep your e-mail address current in ARIMS. Your e-mail address is used for a variety of activities such as record transfer/destruction notifications, dispositional changes to your records, profile changes, ARIMS enhancements, etc. **IF YOUR ORGANIZATIONAL E-MAIL ADDRESS CHANGES, CHANGE YOUR E-MAIL ADDRESS FOR YOUR USER ACCOUNT ASAP.** This will ensure that your records are being serviced properly and accurately.*

ARMY RECORDS INFORMATION MANAGEMENT SYSTEM (ARIMS) - Microsoft Internet Explorer

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ARIMS system administration (SYS ADMIN)

ARMY RECORDS INFORMATION MANAGEMENT SYSTEM

HOME || RRS-A || RM-ASSIST || RIPS || MASTER INDEX || **SYS ADMIN** || HELP / DOWNLOADS || LOGOUT

UNIT INFORMATION | **USER PROFILE** | ADMIN MAINTENANCE

SYSTEM ADMINISTRATION: USER PROFILE

Please note that user profile is provided by the SORTS(Army Status of Resources and Training System). Update to this information can only be done from the source.

(* Indicates Required Field)

Approval Date

User Class

UIC

Unit Name

Office Symbol

Grade

First Name

Middle Name

Last Name

Address

AKO E-mail Address

E-mail Address

Telephone

DSN Telephone

Fax



Figure 137. System Administration – User Maintenance

5.5.2.1 How to Modify Your User Profile

1. Type in your changes into the appropriate text boxes. If you make a typo or wish to start over, click the “Clear” button.
2. Click “Update User Profile” button when you want to save you changes into ARIMS.

Address 7701 TELEGRAPH ROAD, ALEXANDRIA, VA

AKO E-mail Address john.batzer2@us.army.mil

E-mail Address batzerj@rmda.belvoir.army.mil

Telephone 555-555-5555

DSN Telephone

Fax 555-555-5555

Update User Profile Clear

Figure 138. System Administration – Modify User Profile Example

5.5.3 Administration Maintenance

Only the system administrator (SA) has privileges to this part of the system. Here the SA can change users' accounts security roles, update user accounts, and change reference table data in ARIMS.

6. Comments Questions

If you have a question, submit your inquiry thru the Online Help Desk link located at the bottom of any page on the ARIMS website <https://www.arims.army.mil>.